

THE DIRECTOR

10/13/50

EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE
POLICE INTERNAL SECURITY SQUADS
PORTLAND DIVISION

72270

The Executives Conference on 10/12/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease, Nichols and F. H. McIntire, considered the recommendation of SAC Murphy, Portland, that the Bureau reconsider approval of the Portland Police Department in regard to the assignment of cases.

By letter dated 9/1/50, SAC, Portland, recommended the approval of the Portland PD for assignment of investigative cases. By letter dated 9/27/50, the Bureau approved some departments recommended by Portland but disapproved the Portland PD in view of derogatory information in the Bureau's files relative to connections between members of the Portland PD and the vice syndicate in the Portland area.

In connection with the request for reconsideration, the SAC, Portland, advises (1) that contact was had with Chief of Police Charles P. Pray of the Portland PD with regard to the Bureau War Plan program; (2) that Chief Pray has set up a security squad of two men who have been contacted frequently by Bureau Agents; (3) that the Portland PD covers the largest population center in the State and is therefore one of the most needed departments; (4) that this department would soon become aware of the aid being furnished by other departments throughout the State and will quite possibly resent its exclusion; and (5) that Chief Pray is a high-type officer whose personal integrity has not been questioned, and he is doing his best within limitations imposed by civil service regulations to clean up the conditions in his department.

Derogatory Information re Portland PD

RECORDED - 75

OCT 18 1950

66-2554-8151

Bureau files indicate that Captain [redacted] of the Detective Bureau, Portland PD, was a frequent visitor to the apartment of [redacted] who was believed to control a considerable part of the vice operations in the City of Portland and outlying areas. Information received indicated that [redacted] has been paying off members of the Portland PD for protection in his vice operations, and is an associate of some of the more important West Coast criminals. Lieutenant [redacted] of the Portland PD is also known to associate with [redacted]

Tolson
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Mohr
Tele. Room
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cc: Mr. Clegg
Mr. Mohr

Attachment

THM:cgh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/2/91 BY SP-5 CJP/HAC

52 OCT 20 1950 #323,013

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b7c

Captain [redacted] Precinct, is alleged to have received \$800.00 a month from each gambling house operating within his Precinct. Captain [redacted] and Lieutenant [redacted] are reported as being very friendly with [redacted] Captain in charge of the [redacted] who allegedly has excellent contacts in the coin operating machine business on the Pacific Coast, and is alleged to be an associate of Artie Samish of California.

72271

Chief Charles Pray was appointed Chief of Police at Portland in January, 1949. Since that time he has shifted some of the ranking officers of his department on the strength of information which he believes true that these officers have been accepting graft over a period of years.

Executives Conference Consideration

In view of the recommendation of SAC Murphy, Portland, and the fact that Chief of Police Charles P. Pray of the Portland PD is reportedly entirely honest and trying to clean up the department, the Conference recommended approval of the Portland PD for assignment of cases.

If you concur, there is attached an appropriate letter to the Portland Office.

Respectfully,
For the Conference

Clyde Tolson

Sir's notation in 5x8 file.

Before I pass on this I want summary of our files on Pray. I have a vague recollection he was at one time head of Oregon or Wash State Police & not cooperative.

H.

66-2554-8151

THE DIRECTOR

October 12, 1950

THE EXECUTIVES' CONFERENCE

~~CONFIDENTIAL PLANT INFORMANTS~~ 2269

On October 12, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, F. H. McIntire, Sizoo, Glavin, Rosen, Nease, Nichols, and Belmont, considered the attached proposed SAC Letter advising the field that copies of the poster "Protect Your Country" are being delivered to the field offices under separate cover for distribution by Special Agents to each of the plants, facilities and establishments consolidated under the plant informant program.

The letter also advises the field that distribution of this poster is being made at the Seat of Government to the Law Enforcement Bulletin list and the National Academy Graduate list.

100,000 of these posters have been printed and received. Of this number, approximately 17,000 will be sent to those carried on the Law Enforcement Bulletin list; 1,015 to the National Academy Graduate mailing list; 73,000 to the field offices in proportion to the number of plants in the various field divisions; and, the remainder are being held in reserve to fill additional requests.

The Executives' Conference recommended approval of the proposed SAC Letter and immediate distribution of the posters. In the event you approve, this action will be carried out immediately.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/26/91 BY SP-Sci/HR-7

Clyde Tolson

Attachment

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

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RECORDED - 108
INDEXED - 108

66-2554-8152
OCT 18 1950

Best Copy Available

THE DIRECTOR

October 4, 1950

THE EXECUTIVES CONFERENCE

MICROFILMING BUREAU RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/91 BY SP-5 C/OB

On October 2, the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, F. E. McIntire, Sizoo, Nichols, Nease and Harbo, considered the problem of microfilming old Bureau records. This project was discontinued in accordance with the Director's notation on a memorandum prepared by F. E. McArthur dated August 29, 1950, due to the fact that a supervisor of the Security Division had reported that certain material in a microfilm of a personnel file was completely illegible.

The file in question deals with Argyle Mackey. Mr. Nichols advised that when the Agent initially viewed the film, the lens on the viewer machine was dusty. This was subsequently corrected and the Agent again viewed it, at which time he stated that the film did not appear at all as it did initially and that it was entirely legible. A committee composed of Messrs. Rosen, Sizoo, Mohr and Harbo viewed the Argyle Mackey film and found that with the exception of an occasional word or two the film was legible. The occasional words which could not be clearly ascertained did not prevent the individual reading it from obtaining the full meaning of the report. The major portion of the Argyle Mackey film was readily readable. The portions which were not easily readable consisted of carbon copies of outgoing letters and several pages of an investigative report on thin onion skin paper.

The Argyle Mackey film was one of the films made in the early stages of the microfilming project. The committee spot-checked other film made during the early stages of the project and found additional instances of typing on thin white onion skin or carbon copies of outgoing communications which were very difficult to read. However, the techniques have been vastly improved, with the result that material which was microfilmed shortly before the project was discontinued was examined and found to be legible and easily readable. This includes material in investigative reports typed on thin onion skin paper. Of course, where the original from which the microfilm was made is a poor carbon copy, the microfilm does not make it any more easily readable. On the other hand, in favor of microfilming it was pointed out to the Conference that poor carbon copies become less readable with usage and the passage of time, because of the nature of the material. In a few instances, the nature of the original material

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is such that the contrast between the paper and the writing medium is poor and there is occasionally a slight loss in readability, but the microfilm was considered adequate by the committee. For example, one serial in its original form consisted of a poor piece of notebook paper on which a correspondent had written with a hard lead pencil. The contrast was poor. The original was, however, somewhat more readily readable than the microfilm. In other words, the microfilm was readable but it was slower reading than the original in this instance. Serials of this type occurred very infrequently in the material examined.

After the microfilm has been developed it is checked against the original material, page by page, to see that the originals have been properly and adequately reproduced. The committee feels that when the microfilm is substantially less readable than the original serial, as in the preceding illustration, a typewritten copy should be prepared and photographed. This can then be inserted in the microfilm adjacent to the photograph of the original longhand serial. Such occurrences will be infrequent and will not substantially increase the personnel time involved in carrying forward the microfilm project.

This strengthens my doubt as to the progress of the project. It apparently still has a long way to go.

At the time the project was discontinued, Records Section employees were engaged in microfilming files to Interstate Transportation of Stolen Motor Vehicle cases and White Slave Traffic Act cases dated from 1922 to 1945. References to this material are relatively infrequent.

The Conference unanimously recommends the resumption of the microfilming of the investigative files to Interstate Transportation of Stolen Motor Vehicle cases and White Slave Traffic Act cases dated from 1922 to 1945, with the additional safeguard that, when the microfilm is substantially less readable than the original, typewritten copy of the original be prepared and photographed and inserted in the microfilm adjacent to the photograph of the original serial.

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Respectfully,
For the Conference

No. Not until it is developed to be followed

I agree
7/10/50

Clude Tolson be followed

THE DIRECTOR

10/11/50

EXECUTIVES CONFERENCE

INTERSTATE TRANSPORTATION OF STOLEN PROPERTY -
BAD CHECK CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/91 BY SP-5CJ/PAP

The Executives Conference on 10/11/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease, J. J. McGuire and F. H. McIntire, considered the Bureau's policy of handling bad check cases.

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It will be recalled that Mrs. [redacted] was, cashed 3 checks at the Mayflower Hotel in the amounts of \$372.83, \$400.00 and \$45.00 respectively. These checks were drawn on a Chicago bank, were signed by [redacted] and were returned marked "Not Sufficient Funds." Senator Brien McMahon (D., Connecticut) reported to the Bureau that [redacted] had alleged to Senators Wherry, Ferguson and Donnell that he was to receive a pay-off from her had a \$245,000,000 contract, from which she was to receive a fee, gone through. An investigation relative to Mrs. [redacted] check passing activities was instituted by the Washington Field Office.

In connection with this case, the Director has commented that he does not see where this is a violation for the FBI to handle, has asked whether or not as a matter of course we initiate an investigation in all such cases, whether or not all such cases are presented to United States Attorneys, and if so, how many are being turned down. The Director inquired as to whether or not we are not wasting time and money and instructed the Training and Inspection Division to review the whole Bureau procedure in connection with this type of case.

RESULTS OF TRAINING AND INSPECTION DIVISION STUDY OF
INTERSTATE TRANSPORTATION OF STOLEN PROPERTY CASES

Bureau Instructions:

RECORDED - 28
INDEXED - 28 66-2554-8154

Section 61D, Manual of Instructions, provides: "While transporting in interstate commerce any forged, falsely made, altered or counterfeited check other than a 'true name' check is a violation of this statute, the Bureau's policy is to confine its investigative efforts relative to bad checks to cases involving (1) forged or counterfeited checks; (2) rings of check passers; (3) individuals who pass a series of falsely made checks in more than one locality."

A summary of the Department's policy (Circular No. 3835) is also set out in the Manual.

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cc: Mr. Clegg
Mr. Mohr

FHL:rdg
Attachment
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Departmental Policy and Instructions

ALL INFORMATION CONTAINED

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DATE

BY

The Department on August 31, 1943, by Circular No. 3835, advised that Title 18, USC, Section 2314, was not applicable to "bad" check cases "(1) where the only basis for charging false making is the insufficiency or lack of funds in the bank on which the check is drawn; (2) where the only basis for charging false making or forgery is the use of a fictitious name by the drawer, but the name is one which he customarily uses and in drawing the check in this manner he does not intend to falsify his identity."

The Department recommends circumspection in applying this statute to bad check cases even in the situations clearly embraced within the technical scope of the provision and that local authorities have the primary responsibility for prosecuting bad check cases. The Department's policy is to investigate and prosecute bad check cases only where exceptional circumstances of the following character are present: (1) The state would be prevented from successfully prosecuting because evidence, witnesses, or the defendant is beyond the state's borders. (2) The defendant is known to have passed bad checks in many different jurisdictions. (3) The defendant's acts either do not constitute an offense under the applicable state laws or are inadequately punishable by such state laws in the light of the frequency and scope of the defendant's activities. (4) The bad check charges are to be brought in conjunction with other federal charges, e.g., impersonation of federal official.

The Criminal Division by Bulletin No. 6, dated March 14, 1949, issued the following instructions:

"In United States v. Sheridan, 329 U. S. 379, the Department took the position that real doubt existed as to whether the check signed by Sheridan in his own name was falsely made or forged within the provisions of the Act. Consequently no error was urged by the Government as to this check and the decision was based solely on the checks drawn with the use of a fictitious name as maker. Thereafter the Ninth Circuit Court of Appeals in Thomas Joel Wright v. United States, decided January 19, 1949, held that a check drawn in the true name of the maker on a bank in which he had no funds was not a falsely made or forged security. United States v. Steve Nagy (D. C. W.D. Pa.), decided April 1, 1948, unreported, is to the same effect. See also John W. Greathouse v. United States, 170 F. (2d) 512 (C.A. 4).

"Accordingly, no prosecution should be instituted in a case in which a check is signed in the true name of the maker and is returned because of insufficiency of funds in the account or because the maker did not have an account in the bank. Even in cases involving forged checks prosecution should not be instituted in the Federal court unless exceptional circumstances are present as set forth in Circular No. 3835."

Action taken by Field on Receipt of Complaint Involving Bad Checks

Section 61F (6) of the Manual of Instructions contains detailed instructions for handling check cases. These instructions are written in a manner that will enable the Field to determine with a minimum of investigative effort whether a prosecutable offense is involved. Preliminary investigation is sometimes necessary in order to determine if the subject's activities are such that would bring the case within the Department's policy.

Section 61F (6), paragraph 10, Manual of Instructions, states: "Check cases should be treated with reservation until prosecution is authorized."

Inquiry in the Investigative Division discloses that various U. S. Attorneys have different interpretations of the Department's instructions. Consequently, bad check cases are discussed with the U. S. Attorney promptly. In those districts where the U. S. Attorney does authorize prosecution in true name check cases they are of course discussed with him.

In those districts where U. S. Attorneys have ruled against prosecution in true name check cases it is unnecessary to present such cases.

Inquiry in the Investigative Division discloses that there are approximately 10 Judicial Districts where the U. S. Attorneys have in the recent past authorized prosecution in true name check cases.

Conclusions - We do not Investigate All Bad Check Cases

1. Where the complaint indicates on its face that a true name check is involved or where the check passing activity obviously does not bring the case within the purview of the Department's policy as herein mentioned and the U. S. Attorney concurs, no investigation at all is conducted by the Field, and the matter is referred to local authorities. When the U. S. Attorney authorizes an investigation in a true name check case, a regular investigation is conducted.

2. The Department's instructions as contained in Circular No. 3835 and in Criminal Division Bulletin No. 6, dated March 14, 1949, as set forth herein, clearly indicate that true name cases where the check is returned due to insufficiency of funds or because the maker did not have an account in the bank, should not be investigated or prosecuted.

3. Even though Bureau instructions conform with the Department's policy as above mentioned, it is often necessary to conduct some preliminary investigation on receipt of a complaint in a bad check case in order to determine whether the check passer's activity falls within the purview of the Department's policy relative to prosecution.

The Training and Inspection Division in its survey recommended that the Department's policy be again called to the attention of the Field; that the Field discuss with the U. S. Attorneys who are presently authorizing prosecution in bad check cases contrary to the Department's policy as set forth in Circular No. 3835 and Criminal Division Bulletin 6 of 1949, the handling of these cases; and that in the future the Field promptly advise the Bureau when U. S. Attorneys request investigations in such cases.

Mr. Rosen did not feel it necessary to restate the Department's policy, to discuss these cases with the U. S. Attorneys, and felt that if the U. S. Attorney desired to prosecute, we should not refuse to investigate.

The Conference unanimously recommended that the Department be advised that there are some U. S. Attorneys who are authorizing prosecution in cases, contrary to the Department's instructions; and that the Department be requested to clarify its policy to the U. S. Attorneys in order that a uniform policy may be established. The Conference further unanimously recommended that the Department be advised that until such uniform policy is established, the Bureau will continue to present cases of this type to the various U. S. Attorneys for their opinion relative to prosecution, and will continue to investigate those cases in which prosecution is authorized.

If you concur, there is attached a letter to the Department.

J. Edgar Hoover

Respectfully,
For the Conference

Y
Clyde Tolson

THE DIRECTOR

October 12, 1950

The Executive Conference

HANDLING FINGERPRINTS OF POLICE RESERVES
OF AUXILIARY POLICE APPOINTED PURSUANT TO
NATIONAL CIVIL DEFENSE PROGRAM

The Executive Conference consisting of Ladd, Tolson, Rosen, Nichols, Glavin, Harbo, Nease, F. McDevitt, Mohr, Sizoo, and Tracy on October 12, 1950, considered the question of fingerprinting police reserves or auxiliary police appointed pursuant to the National Civil Defense Program.

For the Director's information, applicant fingerprints are now being received from law enforcement agencies (sample print attached) of persons applying for positions as auxiliary police or in police reserve corps. It will be recalled that training programs are being instituted in many police departments to train auxiliary police and that it has been decided to permit representatives of the Bureau to lecture before such training schools on the subject of the FBI's jurisdiction.

In view of the recognition by the Bureau of the auxiliary police training schools, the Conference unanimously recommends that civil defense prints of this type be searched for the law enforcement agency submitting same, that, however, the Identification Division continue to return without search all civil defense applicant fingerprints for such positions as air raid warden, air raid spotter, and other types of prints taken in connection with the Civil Defense Program.

Respectfully,
For the Conference,

Clyde Tolson

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DATE 6/27/91 BY SP-5 CJK/DTK

Attachment (to be returned to Ident. Div.)

cc - Mr. Clegg
Mr. Mohr

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66-2554-8155

OCT 20 1950

EX-100

4 OCT 23 1950

October 10, 1950

The Executives Conference

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DATE 6/27/91 BY SP-5C

FEDERAL RESERVE ACT

FBI/DOJ

To recommend approval of the proposed Manual and Handbook changes in order to advise the field that Title 18, U. S. Code, Section 220, has been amended to include all banks the deposits of which are insured by the FDIC. Previously, this section which prohibits a bank employee from receiving a fee for procuring a loan for another was applicable only to member banks of the Federal Reserve System.

14095

It was noted from a review of material received by the Bureau that in numerous instances, prospective borrowers from commercial banks have been forced to pay "kickbacks" to bank officials and employees in order to obtain a desired loan. Title 18, U. S. Code, Section 220, as originally enacted prohibits this practice on the part of officers, employees, agents and attorneys of banks which are members of the Federal Reserve System and of certain other designated institutions. The act did not cover the personnel of those state chartered banks which are insured by the FDIC.

In order to plug this loophole in the statute, the Bureau by memorandum dated November 24, 1948, suggested the Department consider recommending legislation to change this section of the Criminal Code to cover all banks the deposits of which are insured by the FDIC.

Based upon this recommendation, Title 18, U. S. Code, Section 220, was amended to cover all banks the deposits of which are insured by the FDIC in an act to amend the Federal Deposit Insurance Act which was approved by the President on September 21, 1950. This revision became effective upon the approval of the act.

ACTION

RECORDED - 125 66-2589 - 8/56

Attached for your approval are proposed Manual and Handbook
revisions.

INDEXED - 125
re proposed Manual and
EX-29

Tolson The Executives' Conference 10/12/50, with Messrs. Tolson, Ladd,
Ladd, Belmont, McIntire for Clegg, Glavin, Harbo, Mohr, Nichols, Sizoo,
Clegg, Tracy and Rosen in attendance, unanimously approved the attached pro-
Glavin posed Manual and Handbook changes.
Nichols
Rosen

Respectfully,
For the Conference

Clude Tolson

Mohr
Tele. Room
Nease
Gandy

Mr. Hargrove
Mr. Clegg

CC

J. Edgar Hoover
Walter Pennington

Seyler

October 11, 1959

The Director

The Executive Conference

ADMIRALTY MATTER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/91 BY SP-5 CJP/ARPURPOSE:

To suggest Manual changes to clarify existing regulations and policy.

OBSERVATIONS:

There has been an increase in the number of investigations requested under this classification since the submission of the initial instructions. There are at the present time 187 pending Admiralty cases and in the past six months practically every Bureau office has been called upon to perform investigative functions in this classification. The number of inquiries from the field indicates a need to elaborate on existing Bureau instructions.

The Manual changes recommended are:

1. Setting forth applicable statutes under which Suits in Admiralty can be brought by or against the United States or against any corporation owned by it, namely Title 46 USC, Sections 741 to 752 and 701 to 709.
2. Include under the caption "Background" the types of vessels that are productive today of the greatest number of claims.

3. Include under the caption "Policy" instructions to the field to

- INDEXED - 34 RECORDED - 34
- 166-2584-8157
- (a) differentiate between Administrative Investigations by other Governmental agencies and full investigations for trial purposes
 - (b) conduct no investigation in this classification where the Bureau is not the sole investigative agency
 - (c) conduct no investigations for private firm of attorneys defending suit in case of U. S. Attorney
 - (d) refrain from ever working under the supervision of attorneys from the Admiralty Division and
 - (e) submit for authority to investigate with their recommendations, cases of an unusual nature

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UOI - 11-10-59

The Director

4. Include under the caption "Report Writing" instructions to set forth a resume of all facts, surrounding the accident and suit, in initial report and to open a separate case file on each individual plaintiff or group of plaintiffs who file a single suit.

RECOMMENDATIONS:

If you concur, there is attached for your approval the above suggested changes. Because of the increased number of cases, it is recommended that a separate classification be given "Admiralty Matter."

The Executives' Conference today, with Messrs. Tolson, Ladd, Belmont, McIntire for Clegg, Glavin, Harbo, Mohr, Nease, McGuire for Nichols, Sizoo, Tracy and Rosen in attendance, unanimously approved the proposed Manual changes.

Respectfully,
For the Conference


Clyde Tolson

cc - Mr. Mohr
Mr. H. H. Clegg

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THE DIRECTOR

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/27/91 BY SP-5 CPM

October 13, 1950

SECURITY INVESTIGATIONS - EMPLOYEES OF PRIVATE CONTRACTORS

At the Executives' Conference on October 13, 1950, Messrs. Ladd, Tracy, Glavin, Harbo, Mohr, Rosen, F. H. McIntire, Sizoo, and Belmont in attendance, the Conference considered a suggestion by SAC Hood that information received reflecting on the loyalty of a civilian employee of a private contractor having national defense contracts should be furnished promptly to the interested intelligence agency (ONI, G-2 or OSI) prior to the completion of the Bureau's investigation of the subject.

It was pointed out that when the Bureau receives derogatory information of a subversive nature concerning an employee working in a plant or facility on Government contracts for the Army, Navy or Air Force, copies of Bureau investigative reports are forwarded to the interested intelligence agency during or upon completion of the investigation. However, as the investigation may take considerable time, there may be a delay of a month or more in advising the interested intelligence agency of the derogatory information concerning the individual in question. This places the Bureau in the position of having derogatory information which would be of interest to the intelligence agency and not furnishing the information promptly. In the event the individual in question is in a position to cause damage and does cause damage, the Bureau is in the position of having had possession of information which, if it had been furnished to the intelligence agency, might have avoided the damage because restrictive action would have been taken against the employee.

Mr. Hood recommended that where the Bureau has derogatory information of a subversive nature on such an employee, it be furnished by letter immediately to the interested intelligence agency, rather than waiting for the preparation of an investigative report.

This idea has merit in that the Bureau will not be charged with holding back information on which action would have been taken. It could be applied further to all instances where derogatory subversive information is received concerning an employee engaged in Government contracts, regardless of whether or not the Bureau opens an investigation. For example, the Bureau may receive information that an employee on a Government contract is a member of a front group. This would not warrant an investigation in the absence of a request from the Armed Forces. On the other hand, if the derogatory information alleged membership in the Communist Party, we would go ahead and open the investigation without the request from the Armed Forces.

It was pointed out that we do not ordinarily furnish derogatory information from our files unless it has been substantiated

INDEXED - 34

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CC - Mr. Clegg
ABB:tlc Mr. J.P. Mohr

EX-81 RECORDED - 34

66-2554-8158

OCT 21 1950

MEMORANDUM FOR THE DIRECTOR

by investigation. Therefore, if we follow Mr. Hood's suggestion, we are placed in the position of disseminating information which has not been verified by us through investigation.

The Executives' Conference was of the unanimous opinion that we should furnish by letter to the interested intelligence agency any derogatory subversive information received by us pertaining to an employee in a plant or facility who is working on Government contracts. The Conference felt that the Bureau would be in an untenable position if we withheld derogatory information, even though unsubstantiated and the employee in question committed sabotage, espionage or subversive actions which the Armed Forces would have forestalled, had the information been furnished to them. The Executives' Conference felt that the letter to the intelligence agency should clearly point out that the information is unsubstantiated and not the result of FBI investigation and should also point out whether investigation will be conducted by the FBI.

In the event you agree, a proposed Bulletin is attached for your approval.

Respectfully,
For the Conference

J. Concur
H
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Clyde Tolson

THE DIRECTOR

October 10, 1950

AND ASSISTANT ATTORNEY GENERAL

FLIGHT TIME INVESTIGATIONS - INTERVIEW

There is attached for approval a proposed Bureau Bulletin carrying out the recommendations made by Mr. Clegg and approved by you in connection with interviews with persons who furnish derogatory information in aircraft time investigations.

There are also attached proposed Letter and Handbook changes.

The Executive Conference on October 11, 1950 unanimously approved the attached Bureau Bulletin and Letter changes with Messrs. Tolson, Ladd, Belmont, McIntire for Clegg, Glavin, Harbo, Mohr, Nease, McGuire for Nichols, Sizoo, Tracy and Rosen in attendance.

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DATE 6/27/91 BY SP-Sci/bmf

Respectfully,
For the Conference

W. Lee Tolson

OK
H.D.

H

RECORDED - 125

166-2554-8159

Attachments

1 - Mr. Clegg

cc - Mr. Clegg

Mr. Mohr

Tolson
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EX-29

24 OCT 1950

Handwritten signatures and initials.

54 OCT 23 1950

10-13-50

SAC, HOUSTON

Director, FBI

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS

66-2554-✓

Reurlet 9-20-50. The agencies recommended in your letter are approved with the exception of the Galveston, Texas, Police Department. The Bureau does not desire that you contact representatives of that agency relative to this program.

Proceed per instructions contained in SAC Letter # 58 dated August 16, 1950.

FJH:DMG

Approved by Executives Conference 10/13/50,
consisting of Messrs. Glavin, Tracy, Harbo,
Mohr, Belmont, Ladd, Rosen, Sizoo and
F. H. McIntire. FHM: dgh

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DATE 6/27/90 BY SP-5C/DR

ORIGINAL FILED IN 66-9340-19-245

INITIALS ON ORIGINAL

MR. H. H. CLEGG

MR. F. J. HOLMES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5C/bmk

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS
HOUSTON DIVISION

EXECUTIVE CONFERENCE

The SAC at Houston has recommended the Galveston Police Department among the agencies to which he desires to refer cases under this program.

In recommending this Department, the SAC points out that Galveston has a population of slightly less than 100,000 people and is a port strategically located on the Gulf at the mouth of Galveston Bay. There is one Resident Agent located there and while security work has not been heavy to date, there has been more than at any other place in the territory but this has been largely surveillance work. This Police Department is presently headed by Chief William J. Burns, NA, and another NA graduate, William J. Whitburn, is a Detective. He also advised that Galveston is one of the most wide open towns in the country with gambling and vice permitted chiefly because of the desire of the city fathers to make Galveston attractive as a resort and while the Police Department countenances this, they are on the whole an efficient department. The SAC also states that our relations with this department are excellent and he feels that the local situation would have no effect on the department's being able to do an efficient and discreet job on any cases which might be assigned to them.

You will recall that a White Slave Traffic Act Survey was conducted at Galveston, Texas, in 1947 and investigation revealed that the then Police Commissioner, as well as the former Chief of Police, Fred Ford, were receiving pay-offs in connection with the operation of houses of prostitution in Galveston. In this regard information was obtained from a madam indicating that she had to pay a lump sum of \$500 to the Police Department for each house that she opened. She also advised that she was required to pay \$100 per month for each house that she operated in Galveston and at that time was paying the amount of \$300, since she was operating 3 houses, to the then Chief of Police. This madam also advised that at that time she was paying \$25.00 a month to each Detective on the police force and there were 7 Detectives in the department. In addition, she was required to pay \$10.00 a month to each Sergeant and Patrolman that worked anywhere in the vicinity of any of her houses. According to this madam, this pay-off was made the first of each month and the money was put in an envelope for each officer and marked appropriately.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

RECOMMENDATION: That the Galveston, Texas, Police Department not be approved in connection with this program. If approved, the attached letter will be forwarded.

Attachment
FJH:DMG
66-9340

NOV 23 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

October 17, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/22/91 BY SP-5 CJP

The Executives Conference of October 16, 1950, consisting of Messrs. Tolson, Ladd, Tracy, Leo Laughlin (for Mr. Belmont), Clegg, Rosen and Glavin was advised that a communication had been received from the SAC at New Haven concerning the space storage of Bureau automobiles in case of emergency.

The Conference was advised that in connection with the Bureau's war plans the various Agents in Charge were requested to have surveys made so that Bureau owned automobiles could be stored in other than one contract garage in case war conditions make it necessary.

The Agent in Charge at New Haven advised that the present contract garage is the only one which meets all the Bureau's requirements and the only one which submitted a bid for car storage for the present fiscal year. Other garages did not submit bids. He stated that a survey of the facilities in the outlying districts failed to discover any garage which met all the Bureau's requirements for storage of Bureau cars. The SAC pointed out that they have only a small number of cars attached to the headquarters city and he recommended that in case of emergency in view of the very limited storage facilities in New Haven that permission be given to permitting Agents to store government cars in their personally owned or rented garages if and when emergency war conditions arise making it impossible or undesirable to store all of the cars in the downtown contract garage.

The Conference pointed out that in the event such extreme war conditions do arise it is felt that storage in private garages as suggested in the communication referred to would be satisfactory.

Subject to the Director's approval there is attached hereto an appropriate communication to the SAC at New Haven concerning this particular matter.

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Attachment

CC: Mr. Mohr
Mr. Clegg

RG:cr

RECORDED - 125

EX-20

Respectfully, OCT 21 1950
For the Conference

Clyde Tolson

54 OCT 23 1950

10-17-50

THE DIRECTOR

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/91 BY SP-5 C. D. H.

The Executive Conference of October 16, 1950 consisting of Messrs. Tolson, Ladd, Tracy, Lee Laughlin (for Mr. Belmont), Clegg, Rosen and Glavin, was advised that Saturday, November 11, 1950 (Armistice Day), is a legal holiday and that if the Bureau works on that Saturday it will be necessary to pay all employees working double time.

It was pointed out to the Conference that in the event a holiday fell on any other work day the regular holiday shift would be on duty and it was recommended to the Conference that Saturday, November 11, 1950 be considered as any other holiday and that a holiday shift be on duty only.

The Conference recommended that this suggestion be approved.

Should the Director agree an appropriate memorandum will go forward to the necessary officials at the Seat of Government.

WRC:er

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

RECORDED - 108

66-2534-8161
OCT 23 1950

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THE DIRECTOR

October 16, 1950

The Executives Conference

PROVOST MARSHAL GENERAL'S OFFICE
DEPARTMENT OF THE ARMY
WANTED NOTICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/91 BY SP-5C/BAP

The Executives Conference consisting of Messrs. Tolson, Clegg, Nichols, Ladd, Harbo, Glavin, Sizoo, Nease, Mohr, and Tracy, considered a request from the Provost Marshal General's Office, Department of the Army, that the Bureau reinstitute the procedure of placing wanted notices on those Absent Without Leave.

For the Director's information, the Bureau handled AWOL's during the post-war and at the end of the war we were handling from 4,000 to 5,000 a month. This gradually decreased until the first part of 1950 we were receiving from 300 to 500 per month. A conference was held on April 14, 1950, with representatives of the Department of the Army and the Bureau and attention was called to the Department of the Army that there was as much as 20% error in the lists of absentees. On April 5, 1950, the Bureau stopped handling additional wanted notices on AWOL's and those in the Identification Division files at that time were removed.

The Department of the Army now desires to reinstitute the program and has advised that requests for wanted notices will be initiated from current records maintained in a central apprehension file. Further they stated that copies of wanted notices would be forwarded to the Office of the Adjutant General for inclusion in the service records to assure proper notification of an absentee's return to military control.

In view of the assurance by the Department of the Army that a centralized control will be maintained in Washington, the Conference unanimously recommends the Bureau agree to handle the AWOL program. It is estimated there will be from 8 to 10 requests for wanted notices per day.

If the Director approves, there is transmitted herewith a suggested letter to Colonel M. J. Fitzgerald, Executive Officer, Department of the Army.

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Nease _____
Gandy _____

cc - Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference,

RECORDED 108

66-2534-8162
OCT 22 1950

Clyde Tolson

SJT:do

h
The Director

October 18, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/97 BY SP-5C/BXP

The Executives Conference of October 17, 1950, consisting of Messrs. Tolson, Tracy, Sizoo, Laughlin (for Belmont), Ladd, Clegg, Rosen and Glavin was advised by Glavin that a memorandum had been received from the Training and Inspection Division requesting a decision be made as quickly as possible as to whether Special Agent Employees should state their title as Special Agent Employee when they testify in court or as Special Agent as stated in the Manual of Rules and Regulations.

It was pointed out to the Conference that the credentials furnished these employees state they are Special Agents and not Special Agent Employees and the Conference recommended unanimously that Special Agent Employees be advised when describing his position during testimony to state that he is a Special Agent of the FBI.

Respectfully,
For the Conference

Clyde Tolson

OK
cc: Mr. Clegg
Mr. Mohr

URG:cp

RECORDED - 108

166-2554-8163
OCT 23 1950

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OCT 24 1950

THE DIRECTOR

October 13, 1950

THE EXECUTIVES' CONFERENCE

PROTECTION OF STRATEGIC AIR COMMAND
BASES OF THE UNITED STATES AIR FORCE

At the Executives' Conference on October 13, 1950, the Conference, consisting of Messrs. Ladd, Tracy, Glavin, Harbo, Mohr, Rosen, F. H. McIntire, Sizoo, and Belmont, considered a proposed letter to those field offices handling the special project of developing informant coverage relative to fifteen Strategic Air Command Bases.

The proposed letter instructs these offices as to the manner in which the informant coverage developed should be maintained and reported. It instructs that generally the same procedure set out in SAC Letter #62 dated August 31, 1950, regarding the Confidential Informant Plant Program should be followed relative to this special project in developing informants and handling the administration of the program.

The proposed letter designates the code name, "Prosa" for this program and instructs that a monthly report must be submitted by each office, identifying the Strategic Air Command Bases and reflecting the program in the development of informants, both on and off the Base.

The Executives' Conference unanimously recommended that this letter be sent to the fifteen appropriate offices. In the event you agree, it will be forwarded.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC - Mr. H. H. Glegg
Mr. J. P. Mohr

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RECORDED - 116

INDEXED - 116

OCT 20 1950

59 OCT 26 1950

Mr. Nichols

L. R. McCoy

BUREAU WAR PLANS
TELEPHONE FACILITIES, BALTIMORE

In connection with the Bureau's War Plans and with reference to SAC Letter No. 59, dated 8-22-50, the SAC, Baltimore, has requested in his letter of 9-11-50 that the Bureau approve the following additional telephone facilities for the Baltimore Office to insure adequate service for present and future needs to handle an estimated 25 per cent increase in telephone traffic.

One unlisted line for the ASAC which will be connected to the two existing extensions and the long distance extension in his office, with one additional combined line lamp and busy lamp arrangement.

Five additional trunk lines

Five additional extensions (stations) for the general use of Agent personnel

It is recommended that all of the above additional equipment be approved for the Baltimore Office as there appears to be a definite need for same according to the SAC's reference letter and especially on the basis on which the Bureau requested this survey to be made.

It is also noted that reference letter refers to the urgent need for an inter-office communications system for the Baltimore Division which evidently is already being handled by the Chief Clerk's Office.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Chief Clerk's Office for further consideration and handling.

LRMc:mas

ADDENDUM: WRG:JC 9-28-50

The Executives' Conference of 9/28/50 consisting of Messrs. Tolson, Nichols, Sizoo, F. H. McIntire for Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, Nease and Glavin recommended approval of the additional telephone facilities for Baltimore.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/27/92 BY SP-5 a/b

RECORDED - 2

166-2554-8/65
OCT 23 1950

48

INITIALS ON ORIGINAL

51 OCT 31 1950

ORIGINAL COPY FILED IN 66-111-15

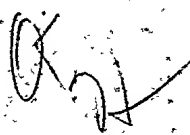
Memo to the Director

respect to other types of cases assigned to police, to have Bureau Agents review Selective Service files when such action is necessary.

ACTION TAKEN:

The Executive Conference unanimously recommended approval of the attached Bulletin on October 18, 1952. Those in attendance were Ladd, Tolson, Glavin, Laughlin, J. Edgar Hoover, Rosen, Clegg, Tracy, Harbo, Mohr, Nichols, Glegg, Ladd, and Nease.

Respectfully,
For the Conference


Clyde Tolson

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Ladd _____
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Nease _____
Gandy _____

cc - Mr.
Mr. [unclear]
Mr. Ranstad

The Director

October 16, 1950

The Executive Conference

4
ASSIGNMENT OF INVESTIGATIVE CASES
TO POLICE
THROUGH INTERNAL SECURITY SUITS

MEMORANDUM

To recommend approval of the attached Bureau Bulletin informing the field that police agencies will not have access to Selective Service files and containing appropriate instructions in connection therewith.

REFERENCE:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/22/97 BY 39-5 ei/bk

SIC Letter No. 50, Series 1150, dated August 10, 1950, authorizes the field offices to assign certain types of cases to local police agencies for investigation.

On October 16, 1950, Colonel Daniel D. Cser advised that Selective Service Headquarters had received a vice from the Minnesota State Director of Selective Service that the Police Departments of St. Paul and Minneapolis had requested access to Selective Service files for certain of their officers who had been assigned to conduct internal security investigations assigned to them by the Minneapolis FBI Office.

Colonel Cser pointed out that Selective Service Regulations give FBI Agents full access to Selective Service files but that local police agencies are not given such access to their files and are furnished only non-confidential information.

It is noted that Selective Service Regulation No. 504.52 does give Bureau Agents access to the files. Police agencies are not included.

Inasmuch as information from Selective Service files will not be available to the police in any type of investigation, the attached Bulletin instructs the SACs not to assign to the police Selective Service investigations except those which are of a routine nature and do not involve review of Selective Service files and with

66-2554-8166

OCT 24 1950

RECORDED - 10324

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Gandy _____

Attachment

2-111-18

cc - Mr. Clegg
Mr. Mohr

54 OCT 25 1950

Handwritten signatures and initials: J. P. R., L. P. R., and others.

THE DIRECTOR

October 18, 1950

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/28/97 BY SP-5C/BDF

The Executives Conference of September 26, 1950, consisting of Messrs. Tolson, Ladd, Sizoo, Clegg, Nichols, Rosen, Belmont, Mohr, Harbo, Tracy and Glavin, considered a suggestion submitted by [redacted] a clerical employee assigned to the Typing Section of the Identification Division, to the effect that the supply rooms in the Typing Section under the supervision of the Identification Division be made into one room and that all typing supplies be placed there and removed by employees by written request and at certain times of the day only. Miss [redacted] pointed out that at the present time there are three rooms in use for supplies; that the first room contains miscellaneous items and remains locked; that rooms #2 and #3 are open supply rooms which the supply clerk refills every two weeks and checks from time to time and that the employees of the Typing Section are supposed to get everything they need from these rooms. Miss [redacted] states that by sticking to a schedule, thus freeing the supply clerk from the many petty requests that waste time and from the work of constantly cleaning up the supply rooms, the time actually spent on supplies could be cut considerably and the supply clerk could help with the routine work of the section. Miss [redacted] also suggests that a Kardex flat file for ease in handling supplies be procured.

This suggestion was considered by Mr. Tracy in the Identification Division who advised the Conference that written requests are too cumbersome and would necessitate practically one employee full time to sort requests so they could be filled intelligently and handled and delivered back to the employees requesting the supplies. Mr. Tracy further pointed out to the Conference that by use of the present system for bulk supplies of which an inventory is maintained and only putting out enough for a few days' needs, they are able to control supplies and supplies are still available for employees without a lot of red tape. The Group Supervisors check with the employees so that trips to the supply room are kept to a minimum. Mr. Tracy further advised that an inspection was made of the supply room at approximately 1:30 p.m. on September 14 and it was generally in [redacted] some improvement could be made in the [redacted] cards by placing them in letter trays so the stacks [redacted] and that this has been done; also, that the order [redacted] file for handling records of supplies is being expedited by the Chief Clerk's office.

It is noted that Miss [redacted] in her suggestion states that

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Mr. Clegg

Mr. Mohr

54 OCT 25 1950

URG:cc

b6
b7C

Memo for the Director

the Kardex flat file was first ordered in December 1949 and again in September 1950. There is no record in the Administrative Division of any order for this file in December 1949; however, it was ordered on September 20, 1950 and its delivery is being expedited.

Glavin examined the supply rooms in question and at the present time neither of the supply rooms are being utilized by the IBM representatives in the Identification Division as had been mentioned by Miss [redacted] in her suggestion. The supply rooms must be considered in the same manner as supply cabinets for stencographers, typists and clerks elsewhere in the Bureau. They merely hold supplies that are needed for the current operation of the Typing Section and are not the main supply rooms for the storing of such items.

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Tracy felt that it was desirable to maintain the bulk of the Typing Section supplies in a separate locked supply room under the custody and control of one employee who can maintain inventory records to insure that they do not run out of some vital items; that it would be impracticable to put any system of requisition to be submitted by over 300 individual employees as the paper work involved would take a minimum of one employee full time to pick up supply requests, deliver and post requisitions to a master inventory card. Tracy recommends no change. The Conference concurs with Mr. Tracy.

Pending the Director's approval it is recommended that the attached communication go forward to Miss [redacted]

Attachment

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h
THE DIRECTOR

October 18, 1950

THE EXECUTIVES' CONFERENCE

DISSEMINATION AT SEAT OF GOVERNMENT

On October 18, 1950, the Executives' Conference, consisting of Messrs. Ladd, Tracy, Harbo, Mohr, Rosen, Clegg, McGuire, Sizoo, Nease and Laughlin, considered the attached proposed SAC Letter instructing the field as to the proper method of submitting to the Bureau material coming to its attention which is not within the investigative jurisdiction of the Bureau.

The Conference was advised that at the present time the field is submitting material of this nature to the Bureau in letter form. Such material would be information of an intelligence character of interest to one or more intelligence agencies that is not within the investigative jurisdiction of the Bureau. Upon its receipt here at the Seat of Government, it has been necessary to redictate and retranscribe this material so that it would be in a form suitable for dissemination. This involves unnecessary duplication.

The attached SAC Letter instructs the field to submit material of this type in blind memorandum form, complying with existing rules covering the dissemination of information. Five copies of this memorandum are to be forwarded to the Bureau with a brief cover letter containing such data as the source of the information and any other administrative details. Upon receipt, the memorandum can be forwarded to the interested agency with an appropriate brief cover letter.

The Letter also reiterates existing instructions that material coming to the attention of the field within the Bureau's jurisdiction which may be of interest to other Government agencies should be incorporated in report form suitable for dissemination. 554-8168

RECORDED - 83

OCT 24 1950

The Conference unanimously recommended approval of the attached Letter. In the event you agree, it will be disseminated to the field.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/29/97 BY SP-5 CIB/AS

Respectfully,
For the Conference

Clyde Tolson

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OK
54 OCT 25 1950

Attachment

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

LL:tlc/va

h
THE DIRECTOR

10/17/50

THE EXECUTIVES CONFERENCE

FUGITIVES (HOLIDAY COVERAGE)

72267

Attached hereto is a proposed Bureau Bulletin, designed to alert the Field to the possibility that fugitive subjects may, during the Thanksgiving and Christmas holiday seasons, contact relatives and friends, and directing that appropriate coverage be established and maintained.

The attached proposed Bureau Bulletin was unanimously approved today by the Executive Conference with Messrs. Tolson, Clegg, Glavin, Harbo, Ladd, Laughlin for Belmont, Mohr, Nease, Nichols, Sizoo, Tracy and Rosen in attendance.

Respectfully,
For the Conference

4
Clyde Tolson

Attachment

cc-Mr. Clegg
Mr. Mohr

AR:LS

OK
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/28/91 BY SP-5 CJK/DR

RECORDED - 5

66-2554-8169
OCT 24 1950
24

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

54 OCT 25 1950

The Director

October 18, 1950

The Executives Conference

72246

The Executives Conference of October 12, 1950, consisting of Messrs. Tolson, Ladd, Tracy, F. H. McIntire for Clegg, Nichols, Belmont, Rosen, Harbo, Sizoo, Nease, Mohr and Glavin, considered a suggestion from two Bureau employees assigned to the Identification Division, [redacted] that the Bureau work a half day on Saturdays rather than the present full day, which the Identification Division is working.

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The Conference in considering this particular suggestion was of divergent opinions. Previous to the discussion concerning this particular suggestion, the Conference had unanimously recommended that the Files Section and the Identification Division continue on a full 48 hour six day week.

The minority of the Conference had recommended that the remainder of the Bureau be placed on a 44 hour or half day Saturday week.

The majority of the Conference, consisting of Messrs. Tolson, Harbo, Mohr, Nichols, Ladd, Rosen, Laughlin and Glavin, were of the opinion that a half day Saturday would not really benefit the Bureau too much, they feeling that if there is to be Saturday work, it would be to the advantage of the Bureau to have a full day work Saturday rather than merely a half day. Messrs. Tracy, Clegg, Sizoo and Nease felt that a 4 hour Saturday work day for divisions other than the Identification Division and the Files Section would be desirable. They point out that a 4 hour work day on Saturday would permit Bureau employees to do necessary shopping and handle personal errands, etc., which probably will be a matter of great concern, in the event a full 8 hour day is worked. The majority of the Conference does not feel that these problems would be less for Ident and Files Section than for the remainder of the Bureau.

Should the Director agree with the majority of the Conference recommendation concerning the work week, the submitting employees will be promptly advised concerning the Bureau's decision regarding it.

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Gandy _____

CC: Mr. H. H. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

INITIALS OR ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/20/91 BY SP-5CJ/pw

ORIGINAL FILED IN 66-7864-970

URG:VE
5 OCT 19 1950

MR. NICHOLS

10-17-50

F. W. WALKART

SUGGESTION FROM THE LOS ANGELES DIVISION

72268

Reference is made to the attached suggestion referred to you by the Chief Clerk's Office which recommends "that the Bureau advise the field in more detail exactly what was meant to be included in the brown enclosure envelopes, whether submitted to the Bureau or to other field offices."

SAC Letter #53, dated August 4, 1950, Section (C), titled "Transmittal of Enclosures to the Bureau" advised that, "In the future all enclosures sent in to the Bureau should be transmitted in standard size (8½ x 11) clasped envelopes. Appropriate descriptive data should continue to be typed directly on the enclosure envelope." This SAC Letter pointed out that frequently the enclosure had to be transferred from miscellaneous types and sizes of envelopes used by the field to a standard size brown clasped envelope after receipt at the Bureau.

The SAC Letter, I am sure, was not intended to alter in any way the meaning of the word "enclosure." Therefore, all material previously classified as such should now be transmitted, either to the Bureau or another field office, in the standard size envelope. For example, Bureau reports forwarded by cover letter should not be classified as the type of material which would fall in the category of enclosures that require transmittal by separate envelope. In other words the true meaning of the word enclosure remains the same and should as in the past include such items as signed statements, evidence, or material of a confidential nature that should be reviewed only by a special Agent or Agent Supervisor.

There is attached for your approval an SAC Letter to all field offices elaborating on previously issued SAC Letter # 53.

The above is for your information and also for the Chief Clerk's Office.

OGM:nle
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/21/91 BY 30-5010MP

ADDENDUM: 10-23-50 JJM:MP Approved by the Executives Conference on October 23, 1950, consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Clegg, McGuire, Sizoo, Laughlin, Tracy and Ladd.

L. B. Nichols

F 32
51 NOV 22 1950

166-2554-✓
NOT RECORDED
142 NOV 17 1950

ORIGINAL FILED IN:

4
THE DIRECTOR

October 19, 1950

THE EXECUTIVES' CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS

In connection with Mr. Clegg's memorandum of October 4, 1950, regarding the status of the assignment of investigative work to the police, you inquired as to what results we are getting under this program. There have been no investigative results received from this program at the Seat of Government.

The Executives' Conference, consisting of Messrs. Ladd, Tracy, McGuire, Harbo, Mohr, Rosen, Sizoo, Clegg, Nease and Laughlin, on October 18, 1950 considered a method of having the field offices report on the cases assigned to the police. It was unanimously recommended that the field be instructed to include with their monthly administrative report a separate sheet entitled "Matters Assigned to Police." The cases assigned to the police would be listed in this report under the names of the various police departments and would reflect the total number of cases assigned to each department and the total number of delinquent cases in each department.

If you approve, the attached SAC Letter, furnishing these instructions to the field, will be disseminated.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/22/91 BY SP-5 CIB/

Clyde Tolson

Attachment

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

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UPK:tlc

58 OCT 25 1950

RECORDED

266-2534-8170
OCT 24 1950
3

THE DIRECTOR

10-18-50

EXECUTIVES CONFERENCE

On October 17, 1950, the Executives Conference, with Messrs. Tolson, Leo L. Laughlin, Nease, Sizoo, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy, Glavin and Clegg present, approved the attached SAC Letter concerning the use of "special" tags.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr.
Mr. Clegg

HHC:DLG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/28/91 BY SP-RCI/PTK

RECORDED - 28
166-2554-8171
OCT 24 1950
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58 OCT 25 1950

The Director

October 18, 1950

The Executives Conference

The Executives Conference of October 16, 1950 consisting of Messrs. Tolson, Ladd, Lee Laughlin (for Belmont), Nease, Sizoo, Clegg, Nichols, Rosen, Mohr, Harbo, Tracy and Glavin, considered the Bureau policy for the purchase of radio equipment. It was pointed out to the Conference that under Public Law 152, an act passed to simplify the procurement, utilization and disposal of Government property and for other purposes in Title III thereof, Subsection C states in part, "all purchases and contracts for supplies and services shall be made by advertising as provided in Section 303, except that such purchases and contracts may be negotiated by the agency head without advertising if --(12) for equipment which agency head determines to be technical equipment, and as to which he determines that the procurement thereof without advertising is necessary in special situations or in particular localities in order to assure standardization of equipment and interchangeability of parts and that such standardization of equipment and interchangeability is necessary in the public interest."

It was pointed out to the Conference that in the procurement of radio equipment for the Bureau field service bids have been secured in the past and we have accepted bids on General Electric equipment at times, Motorola equipment at other times, and on equipment manufactured by the Link Manufacturing Company. It was thought that it would be desirable to take advantage of the above-mentioned law so that we could secure uniform equipment throughout our divisional service in order that we would only have to have one particular set of parts for repair so that each office would be equipped with uniform radio equipment. It was pointed out to the Conference that radio procurement contracts are eagerly sought after not only by General Electric, Motorola and Link but by others and that representatives of these organizations are very interested in any bids which are open. The Link organization, particularly, has been most insistent in the following up of these contracts. They have complained officially in the purchase of radio equipment by other government agencies. On certain bids which have been received by the Bureau they have bid on inferior equipment which it was necessary for the Bureau of Standards to pass on and turn down. There is no doubt but that if this particular section of the law is utilized by the Bureau there would be a hue and cry rise from

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Harbo _____
Belmont _____
Mohr _____
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Nease _____
Gandy _____

RECORDED - 34

EX. 14

166-2554-8172
OCT 25 1950

OCT 26 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/28/91 BY SP-5C/PMP

Memo for the Director

those radio equipment manufacturers who would not be given the opportunity of bidding on our purchases.

For this reason and for the further reason that the Conference does not feel that the Bureau at this time should be put in the position of being accused of favoring one manufacturer over another, it is recommended that the Bureau continue to make its radio purchases in the future as it has in the past, that is, through the procurement of competitive bids.

Should the Director agree the present procedure will be continued in the future.

CC: Mr. Mohr
Mr. Clegg

Respectfully,
For the Conference

ERG:cr

Clyde Tolson

*yes. Get the best & at
the best price.
\$*

Tolson _____
Ladd _____
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THE DIRECTOR

10-17-50

EXECUTIVES CONFERENCE

UNIFORM CRIME REPORTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/27/91 BY SP-5 CIB/JS

The Executives Conference on 10-17-50, with Messrs. Tolson, Leo L. Laughlin, Nease, Sizoo, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy, Glavin and Glegg present, considered the inquiry as to whether there are any suggestions which could be advanced for bringing about audits of Uniform Crime Reporting statistical compilations which are forwarded to the Bureau by police departments. The Bureau has discontinued making these audits for the reason that they are time-consuming and the Bureau is placed in the position of making inquiries as to administrative procedures within police departments and there has been at times some indication of responsibility on the Bureau when such audits are made if something is wrong with the forms used in the police departments.

Present Status

The Bureau, as above stated, does not make these audits. The balance in the general treasury of the IACP, as reported in last week's Convention, was approximately \$20,000. The likelihood of the IACP employing somebody with its own funds to conduct such audits is considered remote. Further, there is no legal obligation on the part of the IACP to do this work, although it was understood that, when the Bureau took this assignment in the early 1930's, there was some promise to furnish aid of this type, which has not materialized in approximately 20 years.

There is no legal obligation on the Institute of Public Administration or the Rockefeller Foundation to do anything in this regard although Mr. Bruce Smith has held out some meager hope that eventually when he can find an opportune time to broach this subject to Mr. Fordick there might be favorable consideration given to financing such a project. This, too, is considered remote, based on our previous experience with this organization. In the event the Bureau sought to become more insistent and the IACP pointed out Congress had placed the task of collecting, compiling and publishing these reports on the Bureau, we could not deny this Congressional authority.

Executives Conference Recommendation

RECORDED - 34 N-73

In view of the fact that Mr. Walter F. Anderson, Director of the North Carolina Bureau of Investigation, is the new President of the IACP and he is very friendly with the Bureau, in view of the fact that he stated within the next few weeks he will call at the Bureau in order to seek advice and see what he can do, and as he has been told personally that this is one of the things that should

Tolson
Ladd
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Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc - Mr. Mohr
Mr. Glavin
Mr. Sizoo

be done, it was felt that no final decision as to action to be taken should be made until after this conference with Walter F. Anderson and the submission of any program he may have in mind to the Board of Officers' meeting to be held within the next 3 months. If no likelihood is found to exist of any audits from this source, then the Bureau would consider whether in selected instances (each one of which would be specifically approved), Bureau representatives might make spot-check audits as to the accuracy of statistical data submitted but would make no surveys for the installation of Uniform Crime Reporting records systems. It was pointed out that there is some encouragement over the prospect and promise that there would be compliance with the Uniform Crime Reporting procedure by the New York and Jersey City Police Departments, although this has not yet been consummated. It was further pointed out that there did accrue to the Bureau definite advantages in having the statistical information available for publication. If the Director approves, this matter will be presented to Walter F. Anderson when he calls at the Bureau and the Bureau's desire that the IACP do something constructive about this matter will be made known to him. Further action, it is recommended, should be held in abeyance until after the next quarterly meeting of the IACP Board of Officers.

Respectfully,
For the Conference

Clyde Tolson

I am not agreeing to this at this time

HT

I will wait a reasonable time. Frankly I am not favorable toward continuing this project unless steps can be taken to strengthen it & that must be done by the IACP

HT

THE DIRECTOR

October 4, 1950

THE EXECUTIVES CONFERENCE

RADIO FREQUENCY MICROPHONE-TELEPHONE DEVICE

On October 4, the Conference composed of Messrs. Tolson, Ladd, Callahan, Tracy, Mohr, Clegg, Sizoo, Belmont, Rosen, Nichols and Harbo, considered the suggestion that the telephone employee contacted by the Laboratory in making telephone security checks is advised of the countermeasure which we are presently installing in a number of telephone instruments to guard against the use of the telephone instrument as a microphone. The telephone company has a policy which prohibits any "foreign" attachments on telephone lines and telephone repair men are under standing instructions to disconnect or remove any equipment or wiring which is not part of a standard telephone installation. To guard against this, the filter (countermeasure unit) is being installed within the telephone instrument and is also being labeled "EXPERIMENTAL, DO NOT REMOVE." It is hoped that this will prevent an employee from removing the filter without first checking with his superiors in the telephone company. Accordingly, it is felt that we should advise our contact in the Washington telephone company in order that he can be in a position to approve the presence of the filters if brought to his attention. It is not proposed that he be furnished any information concerning the radio-frequency mike-tel unit but that if our contact in the telephone company inquires he should be advised that the filter device is protective in nature.

The Conference unanimously recommends that the Laboratory advise its contact in the telephone company on a confidential basis concerning the installation of the filter device and that Mr. Nichols similarly notify his telephone company contact at the top level. The Laboratory contact should be notified since any inquiries concerning the filters on telephone instruments could come to his attention.

The Conference further considered whether information concerning the nature of the radio frequency mike-tel unit should be brought to the attention of the top level telephone company contact by Mr. Nichols on a confidential basis on the assumption that he could learn about its existence sooner or later and it might be to the Bureau's advantage to notify him in advance. The Conference was unanimously opposed to any such action since by Presidential directive the existence of the radio frequency mike-tel unit is restricted information.

The Conference unanimously recommends that the Laboratory's telephone company contact and the top level telephone company contact

RECORDED - 51

INDEXED - 51

OCT 24 1950

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DATE 6/28/91 BY SP-5 CJP/K

ORIGINAL COPY FILED IN 80-760-217

Tolson
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Mohr
Tele. Room
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Gandy

cc-Mr. Clegg
Mr. Mohr
NOV 6 1950

Memo Director

of the Washington telephone company be notified of the installation of the protective filter on several instruments but that no indication be given concerning the radio frequency mike-tel unit itself and that any explanation concerning the filter unit be limited to a statement that it is protective in nature.

Respectfully,
For the Conference

Clyde Tolson.

Wick
Ladd
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Mohr
Tele. Room
Nease
Gandy

THE DIRECTOR

October 10, 1950

THE EXECUTIVES CONFERENCE

The Executives Conference of October 2, 1950, consisting of Messrs. Tolson, Ladd, Nichols, Sizoo, F. H. McIntire (for Glegg), Rosen, Belmont, Mohr, Harbo, Tracy and Glavin, was advised that a tabulation has been made of the recent vote by members of the Special Agents Insurance Fund as to whether assessments should be increased from \$10 to \$20 and payments likewise increased from \$10,000 to \$20,000.

For the Director's information a total of 3,509 ballots were received, 1,647 favoring the increase to the \$20 assessment and \$20,000 payment and 1,862 being opposed.

The Conference recommends approval of the attached communication to all investigative employees, advising them that the suggestion that assessments be increased from \$10 to \$20 and payments from \$10,000 to \$20,000 has been defeated.

Respectfully,
FOR THE CONFERENCE

RECORDED - 80

Clyde Tolson

OCT 25 1950

73

ORIGINAL FILED IN 66-4132-1

1 ENCL
See with original in file

CC - Mr. Mohr
Mr. Glegg

URG:arb

Attachment

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Ladd _____
Glegg _____
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Nichols _____
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OK. I fear they are going to eventually "kill the goose that lays the golden egg." This entire project has been so liberalized now that it is financially unsound. The selfish motives for this have completely changed the original idea when the fund was started.

74

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DATE 3-26-87 BY SP-5 ci/mt

4/28/91

51 OCT 28 1950

THE DIRECTOR

8/11/50

JOINT COMMITTEE

SUGGESTION NO. 493
SAC H. G. FOSTER
INDIANAPOLIS OFFICE
AMMUNITION

SAVINGS: None
AWARD: None

72266

MEMBERS PRESENT: H. H. Clegg
E. T. Harbo
S. K. McKee
E. Scheidt

EXECUTIVE CONFERENCE

SUGGESTION: That consideration be given to the use of the "rifle slug" and to the use of $\frac{1}{4}$ shot for Field use in the shotgun. Mr. Foster expressed the thought that the danger from ricocheting might be less with the use of $\frac{1}{4}$ shot than with the Double O buckshot presently used by the Bureau.

This matter was considered by SAC Sloan at Quantico, and he recommended against the use of the $\frac{1}{4}$ shot on the ground that each shell would include a larger number of pellets which would, in itself, increase the numerical possibility of ricochet; however, he recommended favorably as to the use of the "rifle slug" since it has sufficient power to penetrate the water block of an automobile engine. He proposed that 100 rounds of the rifle slug be furnished to each field office, and that New Agents and In-Service classes be given instruction in its use. He pointed out, further, that the use of this ammunition would involve no new schools on the part of Agents since the handling of the shotgun is the same with this load as the Double O buckshot load presently used. The rifle slug is a shotgun load which consists of a single large pellet which weighs one ounce.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was felt that the rifle ammunition which is presently available to the Field is better suited for the purpose of disabling an automobile engine; further, that the proposal would result in an increase in the number of different types of ammunition to be maintained in the offices, and additional details to be mastered by Agents in connection with firearms. Confusion might also result from the use of the wrong type of ammunition for the shotgun.

Original cannot be located and is not on record. When original is received in Files Division it will be filed either with this copy or may be given a new serial.

9/19/50 675

RECORDED - 4

INDEXED - 4

EX-100

SEP 26 1950

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ES:ajp:dcg lgh

THE DIRECTOR

10-20-50

EXECUTIVES CONFERENCE

The Executives Conference on 10-17-50, with Messrs. Tolson, Leo L. Laughlin, Nease, Sizoo, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy, Glavin and Clegg present, considered a letter from the Albuquerque Office advising that Roy Sandman, one of the defendants in the recent Civil Rights case in New Mexico had shown a letter to a Special Agent of the Albuquerque Office which was from the National Sheriffs' Association in Washington and was signed by an individual named Spurrier. The substance of the letter referred to the Civil Rights case and asked for the facts because there was an indication that the Federal Government was interfering with some state cases where they had no business. The defendant, Sandman, indicated he was going to furnish Spurrier with the information.

The Executives Conference gave consideration to the question as to whether there should be any sort of contact made with Charles Hahn, Executive Secretary of the National Sheriffs' Association, to see if Spurrier was working for him and whether such an article was contemplated and, if so, whether he would be interested in having the real facts, such as were presented in public evidence rather than a distorted version.

The opposition to making any contact was based largely on the fact that Charles Hahn has a very poor reputation. He has shown animosity toward the Bureau in years past. He set up a fingerprint Bureau in St. Louis years ago and sought to charge a fee for serving as a clearing house between the FBI and police agencies in the county in Missouri in which St. Louis is located and grew very bitter on one occasion because he did not see the Director when he called at Washington. For years the Bureau did not permit a representative to attend the meetings of the National Sheriffs' Association. In the past 3 or 4 years the Director has designated representatives of the Bureau to attend the National Sheriffs' Association meetings and Hahn has openly appeared very friendly on each contact made in the past few years.

Those favoring the informal approach to Hahn felt it would be more desirable to offer an opportunity for the real facts, if anything was to be printed, even though we had to make the request of such a character as Hahn to find out about their intentions.

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RECORDED - 123

56 OCT 26 1950

OCT 25 1950

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DATE 7/1/91 BY SP-5C/BMP

Those opposed to any contact with John Laro: Keener, Polson,
and Glavin.

Those favoring contact with Laro, as above described, were:
Keener, Nichols, Tracy, Ladd, Sizoo, Rosen, Laughlin, Harbo, Mohr,
Glavin and Glavin.

Respectfully,
For the Conference

[Signature]
Glyde Tolson

*I see no harm in
contacting him but
it should not be in
the manner of seeking
a favor.* *[Signature]*

THE DIRECTOR

October 11, 1950

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Nichols, Glavin, Belmont, Mohr, P. McIntire, Sizoo, and Tracy on October 10, 1950, considered a suggestion by [redacted] of the Identification Division.

b6
b7C

This employee suggested that plastic be used in place of the circular piece of glass now being used in the base of the fingerprint magnifier. The Bureau has been purchasing for many years this particular glass piece which is encased in a metal frame and marked across the center with a red line from the Bausch and Lomb Company at a price of \$4.80. The glass sits in the bottom of the fingerprint magnifier and the red line is used in ridge counting.

A study was made over a period of approximately 11 months and the plastic has been found to be satisfactory.

Due to the fact that this ground glass piece rests on the fingerprint card it becomes scratched and each fingerprint searcher uses an average 1.32 glass pieces per year. The plastic being softer material will necessitate the issuance of 2.2 pieces per employee.

The comparative cost is as follows:

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Bausch and Lomb product \$4.80 each
Average used per year per employee 1.32

Total cost per employee per year \$6.33

Plastic product \$.23 each

Average used per year per employee 2.2

Total cost per employee per year \$.51

Estimated savings per employee \$5.82

Estimated savings per year for 718 fingerprint employees \$4,178.76

RECORDED - 125

66-2384-8178

A sample of the Bausch and Lomb glass and the plastic is attached hereto.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

SJM:do

MEMORANDUM FOR THE DIRECTOR

The Conference unanimously recommends approval of the suggestion and a supply of plastic products be obtained and further that employee [] be given a meritorious promotion in salary.

b6
b7c

Respectfully,
For the Conference,

Approved
H
Clyde Tolson

*This is the kind of
interest which is
most gratifying.
The increase is
approved. I want
to personally pre-
sent letter to him.*

H

THE DIRECTOR

10-19-50

EXECUTIVES CONFERENCE

The Executives Conference on 10-17-50, with Messrs. Tolson, Leo L. Laughlin, Nease, Sizoo, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy, Glavin and Clegg present, gave consideration to a letter from the Atlanta Office which pointed out that, with the appointment of graduates of the FBI National Academy as Special Agents (E), in connection with Crime Surveys throughout the country these National Academy graduates would see that their names are being placed in reports when they serve as confidential informants and will also be in a position as Special Agents (E) to see that the Bureau does conduct Crime Surveys and any of them who leave the service subsequently might be expected to report that the Bureau does conduct Crime Surveys. The Atlanta Office requested that this matter be given consideration.

Executives Conference Consideration:

Those present unanimously recommended that, during the training school, we be frank with the Special Agents (E) who were former graduates of the National Academy and inform them we make Crime Surveys so that we will have available information as to the identity of sources of information in the event of Kidnaping, Bank Robbery, Interstate Transportation of Stolen Property and other major violations in any given area and in order that we can develop confidential informants among those who are in a position to supply information concerning Federal violations. Further, it is recommended that we should tell them frankly that the names of our informants in police organizations are usually listed since these reports are kept in the Bureau's files and are strictly confidential.

It should be noted that even though ^{some} of Special Agents (E) may not be assigned to any Crime Surveys they would naturally have occasional access to these files when searching cross references and making file reviews when references are made to such files.

The above procedure will be followed if the Director approves.

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Gandy _____

Mr. Mohr
Mr. Clegg

RECORDED - 125
For the Conference

Glyde Tolson

OCT 25 1950

ALL INFORMATION CONTAINED
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DATE 1/1/91 BY SP-5 C. B. W.

OCT 26 1950

The Director

October 20, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY SP-5 C/DJ

The Executives Conference of October 11, 1950, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, F. H. McIntire for Clegg, Sizoo, McGuire for Nichols and Glavin, was advised by Glavin that he felt at the present time that it would be to the advantage of the Bureau to have representatives of the Training and Inspection Division, when making inspections of field offices, to look into the matter of adequacy of clerical personnel.

It was pointed out to the Conference that from a review of the number of clerks to Agents in certain divisional offices, some offices have 50% or less clerks to Agents, while others would run up to as high as from 60% to 70% clerical employees when compared to the number of Agents assigned to a particular office. It was pointed out to the Conference that an abstract determination cannot be made as to the need for clerical employees in each divisional office. However, it was felt that in the next ten inspections conducted by Inspectors from the Seat of Government, that these Inspectors carefully analyze the work being performed by the clerical employees of the offices inspected by them, as well as the stenographic and dictation averages, in order to come up with an over-all average percentage of clerical employees to Agent personnel, which should be made available to the various divisional offices throughout the field service.

Should the Director agree with the Conference recommendation, the appropriate instructions will go forward to the Training Division in connection with this particular matter.

Respectfully,
For the Conference

RECORDED 125

EX-29
C. Lee Tolson

66-2554-8180
OCT 25 1950

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Ladd _____
Clegg _____
Glavin _____
Nichols _____
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Tracy _____
Harbo _____
Belmont _____
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Tele. Room _____
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CC: Mr. H. H. Clegg
Mr. Mohr

VEG: VH

54 OCT 26 1950

The Director

October 19, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/91 BY SP-5 CJB

The Executives Conference of October 12, 1950, consisting of Messrs. Tolson, Sizoo, F. H. McIntire for Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, Rosen, Nichols, Nease and Glavin, considered an automobile accident involving Special Agent Estes G. Coleman of the Little Rock Division.

A full memorandum concerning the accident in question, which occurred on July 18, 1950, with damage of approximately \$602.98 to the Bureau owned automobile, is attached hereto. Briefly, the facts involved are that Agent Coleman was proceeding on Highway #40, east of Lepanto, Arkansas, the highway being black-top and 20' wide; that it was a clear day and the road was entirely dry. He was following a truck by approximately 40 to 50 yards. The truck made a left turn to go off the road into an inn, known as the Three-Way Inn. The Agent also was going to turn into the inn and he turned with the truck. As the truck cleared the highway, he noticed another truck coming from the opposite direction. The Agent immediately swung back to the right side of the road, the truck driver in the other truck swung to his left into the Agent's right side of the road and the accident occurred.

The Agent had Deputy Sheriff Edgar Young as a passenger in the Bureau car. He gave the same information as did the Agent concerning the accident; that is, that the Agent pulled back on the right side, the oncoming truck driver pulled onto the wrong side of the road, and the accident occurred. Another passenger in the Bureau car also corroborated the Agent's and Deputy Sheriff's statements. The driver of the truck involved in the accident stated that when his truck and the Bureau car collided, part of each vehicle was on the wrong side of the road. He advised that it was his belief that he, as well as the driver of the Bureau car, did everything possible to avoid the accident. He further indicated that if the truck traveling in front of the Bureau car had made a proper left hand turn, the accident could have been averted. The driver, as well as the owner of the truck involved in the accident, stated they had no liability insurance and they had no funds with which to pay for the damage to the Bureau car.

RECORDED - 5

66-2554-8181

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Clegg _____
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The accident was investigated by a representative of the Arkansas State Police, who advised the investigating Agent that when he arrived on the scene of the accident, the vehicles involved were in the same position that they were in at the end of the crash and it appeared to him, the Arkansas State Policeman, that the crash had occurred on the south side of Highway #40, on the Bureau car's right side of the road. He stated it was apparent from the debris and the measurement of the skid marks, that the Bureau car had been hit after the application of the brakes; that the only skid marks had been made

Attachment

58 OCT 30 1950

Memorandum for the Director

by the Bureau car; that the third party's truck did not show that brakes had been applied since no skid marks were left. The Arkansas State Patrolman felt that the truck was on the wrong side of the road when the accident occurred. He stated he believed Agent Coleman had exercised good judgment in proceeding to his right side of the road after he had been confronted with the oncoming truck.

The Agent in Charge, SAC Alden, advised, after making a careful study of this matter, that it was his opinion that by far the greatest degree of culpability attaches to the third party, (the driver of the truck involved in the accident). Alden stated that this man apparently, upon seeing the truck traveling in front of the Bureau car, turned left across the highway in front of him, maintained his speed, and whipped his truck over to the wrong side of the highway, rather than reduce his speed as was clearly required by the situation. Alden also stated that a degree of culpability attaches to Special Agent Coleman in that he at least began a left turn across the highway at a time when his vision was obstructed by the truck in front of him and made this turn without having a full view of the highway. It was the opinion of SAC Alden that this accident was the result of errors made by all three of the drivers involved; that the highest responsibility rests with the driver of the truck.

The Conference unanimously recommends that the Bureau Agent not be held responsible for the accident and that the entire case be referred to the Department for its consideration as to whether a claim should be filed against the driver of the truck in question.

Respectfully,
For the Conference.

J. Edgar Hoover
Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

October 20, 1950

D. M. LADD

A. H. BELMONT

INTERNAL SECURITY ACT OF 1950
(PUBLIC LAW 831 - 81st CONGRESS,
Chapter 1024 - SECOND SESSION)

PURPOSE

To recommend that the attached proposed Bureau Bulletin be approved.

DETAILS:

The attached proposed Bureau Bulletin is designed to acquaint Agent personnel of the Bureau with the many possible violations created by the Internal Security Act of 1950 which became effective September 23, 1950.

RECOMMENDATION

It is recommended that this proposed Bureau Bulletin be approved and sent promptly to the field.

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/81 BY SP-5 C/BAC

NOT RECORDED
45 OCT 27 1950

APPROVED BY THE EXECUTIVES' CONFERENCE ON OCTOBER 25, 1950,
ATTENDED BY MESSRS. TOLSON, GLAVIN, TRACY, HARBO, MOHR, ROSEN,
E. MCINTIRE, J. MCQUIRE, LAUGHLIN AND LADD.

ON ORIGINAL

HOB:mn

THE DIRECTOR

October 18, 1950

The Executives Conference

b6
b7C

SUGGESTION OF [REDACTED]
USE OF GREEN CARD IN TYPING SECTION
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/1/91 BY SP-5 CJP/H

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Harbo, F. McIntire, Belmont, Mohr, Sizoo, Nease, and Tracy, considered a suggestion from an employee in the Identification Division.

The Typing Section of the Identification Division has been using a 3 x 5 blue index card stapled to a fingerprint jacket to act as a flag for delinquent fingerprint jackets of the oldest date in the Section. This blue card is readily noticed by the supervisors and insured that prompt attention is given those particularly delinquent fingerprints. This system is used whenever there is a small number of delinquent fingerprint cards in the Section. At the present time with a large number delinquents, it is not in use.

An employee in the Typing Section suggested that a green 3 x 5 index card be used for the reason that there is a large number of green index cards on hand and that they are not being used since the adoption of photography to prepare index cards on personal identification fingerprints. The employee felt there would be a saving if the green card were used instead of the blue card.

There are on hand in the Bureau 3,000,000 green 3 x 5 index cards and there are 4,181,000 blue 3 x 5 index cards. There is an excess supply of both cards, the green being used, since the photographic process was adopted, for personal identification fingerprints which cannot be reproduced photographically. The blue index cards are used for female aliases and a very few are used for female criminal cards whenever a master index card is retyped.

Fingerprint cards are tagged with red tags, yellow tags, green tags, and white tags to distinguish the different types of prints inasmuch as the color and size of the tag indicated the priority to be given in their handling. The blue card was chosen because it is a completely different color than any other color used. Therefore, in view of the fact that there is an excess supply of both green and blue cards, the Identification Division recommended the continued use of the blue card.

The Conference unanimously recommended against the adoption of the suggestion in view of the fact that the primary use of the blue card is because of its color. A suggested letter to the employee is attached.

RECORDED - 58

Respectfully,
For the Conference,

Clyde Tolson

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc - Mr. Clegg
Mr. Mohr

Typed
Attachment

THE DIRECTOR

10/9/50

EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS
NEW YORK DIVISION

The Executives Conference on 10/9/50, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease, Nichols and F. H. McIntire, considered the recommendation of the New York Office that the Hastings-On-Hudson Police Department be approved for assignment of Bureau cases.

Relations with Hastings-On-Hudson PD

With regard to the attendance of a representative of this department at the April, 1950, Session of the National Academy, Frederick Rosenkampff, a member of the Town Board of Trustees, was quoted in news articles as stating "He would prefer to see policemen sitting in the park than to be spending more money to send them to Washington for FBI Training." The Director commented "Had the class not already started, I would direct that invitation to Hastings Department be withdrawn. No further invitations are to be extended to Hastings, New York." Rosenkampff was a newly elected member of the Board of Trustees and had for years been an exponent of economy in village operations. According to persons interviewed, Rosenkampff had no antipathy toward the Bureau. Chief John Donegan of the Hastings Department advised that in his opinion Rosenkampff's statements were motivated strictly by his desire to effect economy in the town government. Mr. Belmont pointed out specifically that Chief John Donegan has been most cooperative with the New York Office.

The New York Office has advised that Rosenkampff resigned from the Board of Trustees about two months ago.

Executives Conference Consideration:

The Conference unanimously recommended that the Hastings-On-Hudson PD be approved.

If you concur, there is attached hereto a letter to the New York Office advising them of the approval of this department.

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Gandy _____

CC: Mr. Clegg
Mr. Mohr

FHM: dgh

RECORDED

Respectfully,
For the Conference OCT 28 1950

Clyde Tolson

1662554-8/83

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/81 BY SP-SCI/DK

ORIGINAL FILED IN

THE DIRECTOR

October 24, 1950

THE EXECUTIVE CONFERENCE

AUTOMOBILE RADIO EQUIPMENT
ST. LOUIS DIVISION

On October 23, the Conference composed of Messrs. Tolson, Glavin, Lohr, Rosen, Clegg, McGuire, Laughlin, Sizoo and Harbo, considered the request of the St. Louis Office for 3 FM radio receivers and 7 FM radio transmitters for installation in Bureau automobiles to enable communication with the Missouri Highway Patrol. At present the St. Louis Office has 4 FM receivers which are in the automobiles of resident Agents and road Agents. The 3 additional receivers are desired in order to equip all automobiles used by road Agents and also to equip 2 automobiles used in St. Louis and vicinity. The St. Louis Office advises that the 4 receivers which they now have have been found to be very valuable in maintaining contact in emergency situations with Agents throughout the territory.

The 7 transmitters are requested in order to provide 2-way communications in the 7 automobiles involved. The St. Louis Office points out that the transmitters would be valuable in equipping the Agents to acknowledge radio messages received by them and also in situations where FBI Agents are working on fugitive cases in conjunction with the State Highway Patrol.

The Conference unanimously recommends that 3 FM automobile radio receivers to operate on the State Highway Patrol frequency be furnished at an approximate cost of \$225 per receiver; also that one transmitter be furnished at a cost of approximately \$75. If the Director approves the Conference recommendation, the St. Louis Office will be instructed to maintain a record for 60 days after receipt of the transmitter, showing the instances in which it is used and of assistance to the St. Louis Division. Upon receipt of the report concerning the 60-day test period results, further consideration would then be given to their remaining request for 6 additional transmitters.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7-13-94 BY SP-SCI/PR

Respectfully,
For the Conference

Clyde Tolson.

RECORDED - 75

66-2534-8184
OCT 30 1950

RECEIVED - ST. LOUIS

OCT 31 1950

4 OCT 31 1950

The Director

October 25, 1950

The Executives Conference

The Executives Conference of October 24, 1950 consisting of Messrs. Tolson, Laughlin (for Belmont), McGuire (for Nichols), Clegg, Sizoo, Ladd, Mohr, Rosen, Tracy and Glavin, considered a memorandum submitted by R. L. Edwards concerning field checks made at the Seat of Government in connection with Bureau applicant investigations.

It was pointed out to the Conference that in the various application papers which are executed by the applicant we request each applicant submit a listing of the following relatives, requesting their date of birth and present address: parents, brothers, sisters, spouse, spouse's parents, spouse's brothers, spouse's sisters and children. We have been receiving separate listings of relatives from a number of applicants, including aunts, uncles, cousins and in some cases even more remote relatives on the spouse's side. Many times applicants who furnish the names of such relatives as aunts, uncles and cousins are not able to furnish more exact identifying data and in many instances do not know the place of birth which results in extreme difficulty in conducting relative checks in the Records Section.

It was recommended to the Conference that we confine all our relative checks to those relatives that we require to be listed by the applicant; parents, brothers, sisters, children, spouse, spouse's parents, spouse's brothers and sisters and that we ignore the more remote relatives such as aunts, uncles and cousins. In this way we will have a check of the immediate relatives of the applicant and will lighten considerably the burden placed on the Records Section in making name checks.

Respectfully,
For the Conference

RECORDED - 47

6525544-2185

OCT 30 1950 Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

WRS:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/81 BY SP-SCB/MP

OCT 31 1950

THE DIRECTOR

10-25-50

EXECUTIVE CONFERENCE

The Executive Conference on 10-25-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Sizoo, J. J. McGuire, L. L. Laughlin and R. H. Clegg present, recommended unanimously that the attached data which appears in the Manual of Instructions and the FBI Handbook concerning the wrapping, handling, preservation, transmittal and other general instructions concerning the handling of evidence in the FBI Laboratory be reproduced and distributed as follows:

- (1) To the students in the FBI National Academy as this subject is discussed before them.
- (2) In Field Police Schools when this subject is discussed that the distribution be limited to one document for each police department.

Distribution was recommended unfavorably as to:

- (1) All students attending FBI Field Police Schools when this subject is discussed due to the fact that there would be many thousands attend the such school and the expense of printing this large quantity would not be justified.

Respectfully,
For the Conference

Clyde Tolson

cc-Lt. Mohr
Lt. Clegg

RECORDED - 73

OCT. 30 1950

EX-29

24

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 CJP

54 OCT 31 1950

THE DIRECTOR

~~CONFIDENTIAL~~

October 24, 1950

THE EXECUTIVES' CONFERENCE

ESPIONAGE AND INTERNAL SECURITY INVESTIGATIONS
(Full Utilization of Confidential Informants
and Sources of Information)

On October 24, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Rosen, Clegg, Sizoo, McGuire and Laughlin in attendance, considered the attached proposed SAC Letter. This letter advises the field of the change in locality of two Bureau informants which necessitates a change in the direction of leads to contact these informants.

By unnumbered SAC Letter dated May 4, 1950, the names of various informants and sources and the field offices handling them were set forth for the assistance of all offices in obtaining full utilization of the services of such persons.

The Washington Field Office has advised that [redacted] is now residing in the territory of the [redacted] Office. In addition, National Defense Informant [redacted] according to the Houston Office, is now located in [redacted]. Accordingly, the attached SAC Letter advises the field that [redacted] is now [redacted] and leads to contact him should be directed to the [redacted] Office. It further instructs that leads for contacting [redacted] should be directed to the [redacted] Office. (S)

The Conference unanimously recommended approval of the attached letter. In the event you agree, it will be disseminated.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

Respectfully,
For the Conference

RECORDED - 38

INDEXED - 38

Clyde Tolson

OCT 31 1950

75

CC - Mr. H. H. Clegg
Mr. J. P. Mohr

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Attachment

LL-1:tlc

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~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 66-2554-8187

The Director

October 25, 1950

The Executives Conference

The Executives Conference of October 24, 1950 consisting of Messrs. Tolson, Laughlin, (for Belmont), McGuire (for Nichols), Clegg, Sizoo, Ladd, Mohr, Rosen, Tracy and Glavin, was advised that the Times Herald of October 20, 1950 included a newspaper article by Howard Lewis, Editor of the column "U. S. and Us", that the Civil Service Commission on October 19, 1950 clamped down on agencies which had been recruiting from other areas and ordered them to confine their new hiring as much as possible to the D. C. area. The article pointed out that the government's agencies which had been raiding other areas for needed workers here are creating a labor problem in other sections of the country. The article pointed out that the clamp-down, by requiring bureaus to do their hiring in this area, will result in a more thorough combing of the area labor market and more job opportunities for local people. It points out that the local market should be first exhausted and then the recruiting after the local market has been exhausted should go out only as far as is necessary.

The Civil Service Commission has not at any time interested itself in the Bureau's recruitment and it is felt that we should continue as we have in the past, that is recruit employees through our various divisional offices for assignment not only to the Seat of Government but to our field service. Of course, we will consider any desirable applicants who apply locally.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

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RECORDED - 37

65-2554-8188
OCT 31 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5/BJP/2

54 NOV 1 1950

THE DIRECTOR

October 26, 1950

The Executives Conference

REQUEST OF CHIEF OF PROBATION
FOR COPIES OF CRIMINAL RECORDS
TO MAKE POST-PROBATION STUDY

The Executives Conference consisting of Messrs. Tolson, Ladd, Harbo, F. McIntire, Laughlin, McGuire, Glavin, Mohr, and Tracy on October 25, 1950, considered a request of Chief of Probation Richard A. Chappell, Administrative Office of the United States Courts, for copies of criminal records to make a post-probation study.

b6
b7C

For the Director's information, Mr. [redacted] Probation Officer, Baltimore, Maryland, made a request of the Baltimore Office to ascertain if the Bureau would furnish him with a number of criminal records for the purpose of making a post-probation study. In view of the fact that it appeared this request might become nationwide, the Baltimore Office was advised to inform Mr. [redacted] it would not be possible to furnish the records requested and suggested that the parole study made several months ago by the Bureau of Prisons might furnish him some of the type of information he needed.

Mr. Chappell advised that two post-probation studies are already in progress, in Baltimore and Philadelphia, and he asked if arrangements could be made to secure copies of the criminal records for these two offices, what they are working in conjunction with the University of Pennsylvania and the University of Maryland, and that there would not be more than 200 to 300 records involved for the State of Maryland and not more than 500 for the Philadelphia Office. He advised that in all cases the FBI number would be furnished. Mr. Chappell was advised of the shortage of personnel in the Identification Division and that there was more work on hand than we could currently handle. He stated that he appreciated this and for this reason he would not ask for copies of records from all districts in the United States but would wait until some time in the future when the Bureau might be able to spare the time.

It will take the equivalent of the time of three employees for approximately two full days to pull the records requested and run off a copy of the criminal record as it currently exists. This would not involve additional typing nor would it involve the posting of any dispositions inasmuch as the Probation officers could write themselves for such dispositions which may be in the jackets but not yet posted.

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cc - Mr. Clegg
Mr. Mohr

SJT:edm

54 NOV 1 1950

RECORDED - 35

166-2554-8189
OCT 31 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/3/97 BY sp-5 c/p

~~The Executives Conference with the exception of Mr. Glavin~~
~~was of the opinion that Mr. Chappell's request for copies of the records~~
~~for Pennsylvania and Maryland should be granted. There has been con-~~
~~siderable criticism of probation practices in the past and in view of~~
~~the studies being made in conjunction with the two universities~~
~~mentioned, the Bureau might not be in the most favorable position~~
~~if it refused to furnish the information necessary for the purpose~~
~~of the study. Mr. Glavin was of the opinion the Bureau could not~~
~~spare the time to handle any additional work.~~

If the Director approves, Mr. Chappell will be telephonically
advised by the Identification Division.

Respectfully,
For the Conference,

Glyde Tolson

I would like to get out of doing
this work but I don't see how we
can decline since Bureau is the
repository of identification data
10/26

We cannot do it now - our
Congestion is too great - when
it eases up it can be considered
again -
H-2-

The Director

October 25, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/3/91 BY SP-5 ci/bk

The Executives Conference of October 23, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, McGuire for Nichols, Laughlin for Belmont, Clegg, Sizoo and Glavin, was advised that a communication had been received from S. A. Andretta, Administrative Assistant Attorney General, concerning the Performance Rating Act of 1950, which provided that each department shall establish performance rating plans for evaluating the work performance of its officers and employees. Each plan shall provide for ratings representing satisfactory performance, unsatisfactory performance and outstanding performance. He further pointed out that Section 5 of the Act reads as follows:

1. That proper performance requirements be made known to all officers and employees.
2. That performance be fairly appraised in relation to such requirements.
3. For the use of appraisals to improve the effectiveness of employee performance.
4. For strengthening supervisor-employee relationships.
5. That each officer and employee be kept currently advised of his performance and promptly notified of his performance rating.

Andretta further points out that the Civil Service Commission regulations for the administration of the Act have not yet been issued, yet some consideration should be given at this time to the type of plan which will meet the requirements for rating employees of the FBI, and that he would appreciate having our comments or suggestions.

The Director will recall that the Performance Rating Act of 1950 is the change in the efficiency rating system concerning which previous memoranda have been submitted, the Civil Service Commission reporting that they would not have the regulations out until about the first of the year.

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With reference to the items listed above, in connection with item 1 that the proper performance requirements be made known to all officers and employees, it is felt that the Bureau has done this in the past and, if agreeable to the Director, an appropriate statement will be prepared for all employees setting forth the proper performance requirements.

RECORDED

129

OCT. 31 1950

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51 OCT 31 1950

Mr. H. H. Clegg

Mr. Mohr

WEG:VH

Memorandum for the Director

With reference to items 2, 3, 4 and 5, the Bureau has followed these procedures in the past and it is recommended that Andretta be advised that the Bureau's previous policies in this regard will be continued in the future. Should the Director agree, the appropriate communication will go forward to Andretta and the appropriate form circular will be prepared for all employees.

Respectfully,
For the Conference

OK
Clyde Tolson

W
The Director

October 25, 1950

The Executives Conference

The Executives Conference of October 23, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, McGuire for Nichols, Laughlin for Belmont, Clegg, Sizoo and Glavin, considered the attached letter to all Bureau officials and SAC's concerning the Bureau's change in the policy of reallocating Agents who have been reinstated to Grade 13 before the expiration of the three year period of service after reinstatement.

The Conference was advised that a check had been made of the files and appropriate communications had gone forward to the field covering such individuals. However, in order to insure that no Agent could be missed, it is felt that the attached letter should go forward at this time.

OK
Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5C/bm

RECORDED - 36

EX - 52

66-2554-8191
OCT 31 1950
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54 NOV 1 1950

THE DIRECTOR

10-25-50

EXECUTIVES CONFERENCE

The Executives Conference on 10-25-50, with Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, J. J. McCutcheon, Leo L. Laughlin, J. A. Sizoo and H. H. Clegg present, considered the suggestion of the Los Angeles Office that all files in Field Offices which relate to subjects of Security Index cards be identified by having a 3" x 5" card bearing the stamped notation "Security Index" placed under theacco fastener on top of the file cover. In the event the Security Index card is cancelled, the card could be removed and placed in the 1-1 envelope with a notation that it was being cancelled.

The Executives Conference recommended that this suggestion be submitted to a number of representative Field Offices for observation before action was taken. There is attached hereto a letter to the Boston, New York, Chicago, San Francisco, Cleveland, San Antonio, Newark, Detroit and Miami Offices for this purpose.

Respectfully,
For the Conference

Elyse Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

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HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5CIB/TF

HKG:DLG

RECORDED - 36

EX - 52

66-2554-8192
OCT 31 1950

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THE DIRECTOR

October 23, 1950

THE EXECUTIVES CONFERENCE

SUGGESTED MANUAL CHANGE
ELECTED LAWS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-5 CJB

PURPOSE

To suggest that the Manual of Instructions be changed to include the amended Section 612, Title 18, U. S. Code, entitled "Publication or Distribution of Political Statements."

PAGES

Section 612, Title 18, U. S. Code penalizes the publication of a political statement concerning a Federal election which does not contain the names of the persons responsible for the publication or distribution of it.

Public Law 732, which was approved August 25, 1950, broadens this Section of the Code by:

1. Causing a political statement to be published or distributed.....
2. Making it a violation to deposit in the mail a political statement.....
3. Making it a violation to transport in interstate commerce any card, pamphlet or political statement.....

.....which does not contain the names of the persons responsible for the publication or distribution.

RECOMMENDATION

RECORDED - 61

X 14

166-2554 - 8193

OCT 31 1950

It is recommended that the attached revised Manual of Instruction pages be forwarded to the Inspection and Training Division in order that the Field may be furnished the revised manual pages.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Clegg, Glavin, Harbo, Laughlin for Belmont, McGuire, Nichols, Mohr, Sizoo and Nease in attendance.

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Respectfully,
For the Conference

Clyde Tolson

52 NOV 1 1950

MA:LA

The Director

October 25, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-5 C/PD

The Executives Conference of October 24, 1950, consisting of Messrs. Tolson, Laughlin for Belmont, McGuire for Nichols, Clegg, Sizoo, Ladd, Mohr, Rosen, Tracy and Glavin, considered a memorandum submitted for Mr. Nichols' attention by Mr. McCoy of the Communications Section, wherein he suggests that the Bureau have 20 additional trunk lines placed in service on the Bureau's switchboard under the Sterling exchange to supplement our present 36 incoming trunk lines on the Executive exchange, at a cost of \$50.00 per month.

It was pointed out that in case of emergency, individuals wishing to jam our telephone switchboard and knowing our Executive number, which has been published for some time, could very easily jam the board so that we would not be able to place outgoing calls or receive incoming calls merely by having a sufficient number of people dial our Executive number, thereby keeping the board jammed up at all times. It was pointed out by McCoy to Mr. Nichols that if we had 20 additional trunk lines on the Sterling exchange, these numbers would be unlisted, and that the Bureau officials and all field divisions could be advised of the numbers so that they could be utilized, yet they would not be subject to jamming from the outside. Mr. McCoy pointed out that there would be a total increase of \$50.00 a month in our telephone bill for the operation of our switchboard if these additional lines were connected; that there would be a \$5.00 non-recurring installation charge.

For the Director's further information, for a number of years we have had 20 additional lines reserved for us in the Executive exchange; that these are not in service, we do not pay rental for them; that they could be utilized in case of emergency. If the 20 incoming trunk lines on the Sterling exchange are approved, the Telephone Company would still hold the 20 Executive lines in reserve for our need should we find it necessary to have additional Executive lines at some future time.

The Conference, with the exception of Mr. Tolson, felt that it would be desirable at the present time to have the 20 Sterling exchange lines connected to the board, and to have the numbers unlisted, but to furnish the numbers to Bureau officials and the various divisional offices so that they could be utilized by those officials and divisional offices; that through the nonlisting of the numbers they would not be subject to jamming by outside individuals. Mr. Tolson felt that such additional lines are not necessary at this time. Pending the Director's decision, further action concerning this suggestion is being held in abeyance.

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RECORDED - 129

66-2554-819

1007 Special Agent

3 For the Conference

54 NOV 14 1950

Mr. H. H. Clegg
Mr. Mohr

Mr. Tolson

THE DIRECTOR

10-25-59

EXECUTIVES CONFERENCE

The Executives Conference on 10-23-59, with Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, J. J. McFutro, Leo L. Laughlin, J. A. Sizoo and H. H. Clegg present, recommended that the attached SAC Letter be forwarded to the Field concerning dispatching mail from Field Offices. The attached letter has the purpose of urging that mail after it has been typed, including reports after they have been typed, be handled expeditiously and dispatched to the Bureau without unnecessary delay and that there is no necessity of holding up the usual type of report for review by the Agent who dictated it when the Agent is not in the city on the day when the report is typed. It also points out the undesirability of retyping communications when there is occasionally a slight delay caused by a correction being made in some of the typing of the report. This letter is being sent based upon the observations made by the Los Angeles Office, which observed that communications from the Bureau were critical of Field Office procedures which permitted unreasonable delay in the transmittal of mail to the Bureau after it has been typed. It was felt at the Conference that there should be no change in the procedure at the Bureau in writing letters to the Field whenever delays of the type mentioned appeared to be unreasonable.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-5CJ/DK

RECORDED - 61

OCT 31 1959

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The Director

October 13, 1950

The Executives Conference

The Executives Conference of October 13, 1950, consisting of Messrs. Sizoo, McIntire (for Clegg), Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin considered the attached form letter to all Special Agents in Charge and Bureau officials concerning the matter of leave.

For the Director's information this form letter points out to the Special Agents in Charge and Bureau officials the leave accrual limitation under the General Appropriations Act for 1951 and the Conference recommends its approval.

Attachment

CC: Mr. Clegg
Mr. Mohr

URG:cr

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5C/bt

RECORDED - 122

66-2554-8196
OCT 31 1950

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54 NOV 1 1950

The Director

October 25, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-3-91 BY SP-5A/PK

The Executives Conference of October 24, 1950, consisting of Messrs. Tolson, Laughlin for Belmont, McGuire for Nichols, Clegg, Sizoo, Ladd, Mohr, Rosen, Tracy and Glavin, considered the possibility and desirability of opening a field office in the State of West Virginia.

As the Director knows, the State of West Virginia at the present time is handled out of the Pittsburgh Office.

Advice has been received that there are 10 Resident Agencies in the State of West Virginia at the present time, there being 15 Resident Agents assigned to these Resident Agencies.

As of September 30, 1950, there were 617 investigative matters, including leads pending, in the State of West Virginia. There are a total of 1,874 investigative matters pending in the entire Pittsburgh Division as of September 30. There is attached hereto a map of the State of West Virginia showing the various Resident Agencies in the State.

SAC Soucy pointed out that the Resident Agencies of Martinsburg, Fairmont, Clarksburg, Parkersburg, Wheeling and Morgantown, are comparatively close to the Pittsburgh Office. As a matter of fact, Clarksburg is 118 miles from Pittsburgh, while it is 144 miles to Charleston and 178 to Huntington, West Virginia. Fairmont is 102 miles from Pittsburgh, 18 miles from Charleston and 196 miles from Huntington, West Virginia. Martinsburg is 152 miles from Pittsburgh, whereas it is 203 miles from Charleston and 256 miles from Huntington. Morgantown is 74 miles from Pittsburgh, while Charleston is 188 miles from that city, and 322 miles from Huntington. Wheeling is 59 miles from Pittsburgh, whereas it is 167 miles from Charleston and 185 miles from Huntington. There is attached hereto a tabulation of the distances between Pittsburgh, Charleston and Huntington from each of the Resident Agencies presently established in West Virginia.

The SAC at Pittsburgh stated that travel to either Huntington or Charleston from those Resident Agencies above listed would be equally as far and in some instances farther than from the Pittsburgh Office.

It was noted that transportation throughout West Virginia is satisfactory from Pittsburgh as from any of the large cities in West Virginia

It was further pointed out to the Conference that the Special Agent in Charge at Pittsburgh has stated that there is no satisfactory space in either Huntington or Charleston, West Virginia, the two cities

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CC: Mr. H. H. Clegg

Mr. Mohr

52 NOV 1 1950

URG: VH

RECORDED - 31
EX-29

166-2584-8197
OCT 31 1950

Memorandum for the Director

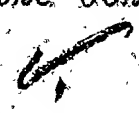
where any consideration could be given to establishing an office, Charleston being the capitol of the State, Huntington being the city where we have previously had an office. Glavin also advised the Conference that he had been informed that there is no commercial space in Huntington and, although there has been no survey made in Charleston, it was doubtful whether there is a sufficient amount of available commercial space in Charleston to permit the establishment of an office there, if the establishment of such an office was desired.

SAC Soucy points out that he does not feel that it would be necessary or desirable to establish an additional divisional office in West Virginia at this time since the Resident Agencies presently established in the State would continue and a number of the Resident Agencies are as close or closer to Pittsburgh than they would be to Charleston or Huntington. Soucy feels that the work in West Virginia can be as efficiently and economically handled from Pittsburgh as it could from either Huntington or Charleston, West Virginia.

The Conference is opposed to the opening of a divisional office in West Virginia at this time since it appears that the work in that State can be just as economically handled from Pittsburgh as it could from an office in West Virginia and, further, with the present setup in West Virginia we do not have the additional overhead payment of administration of an additional divisional office.

Should the Director agree, no further action will be taken in connection with this matter at this time.

Respectfully,
For the Conference


Clyde Tolson

OK
L

4
The Director

October 13, 1950

The Executives Conference

The Executives Conference of October 13, 1950 consisting of Messrs. Sizoo, McIntire (for Clegg), Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin was advised that in view of the recent change in leave regulations it was desired to change one of the printed forms which are furnished to new employees in the Bureau so as to include up to date leave information and that the necessary form letter to all SACs and Bureau officials be advised of this change. The recommended changes are attached hereto.

The Conference recommends that they be approved.

Respectfully,
For the Conference

Attachment

CC: Mr. Clegg
Mr. Mohr

LEG:cr

4
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 CJB/MS

RECORDED - 35

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The Director

October 23, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5C/PJ

On October 23, 1950, the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Clegg, McGuire, Sizoo, Laughlin, Tracy and Ladd, considered the problem confronting the Bureau in alleviating the overloaded condition in the Bureau's switchboard effecting the handling of interoffice dial telephones at the Seat of Government.

The Conference was advised by Mr. McGuire that the Bureau has 800 extension lines on the switchboard dial facilities for handling interoffice telephone calls. Of these 800 lines, all are in use except 58. This is a dangerously low reserve as we have always considered a minimum of 100 reserve lines to be the danger point.

Last January when this condition was first noted and we were forced to assign reserve telephone lines due to the increase in personnel at the Seat of Government, a survey was made and it was possible to recover and eliminate some telephone extensions throughout the Bureau. During more recent months, with the expansion at the Seat of Government, each telephone extension assigned has been carefully screened by both the Records and Communications Division and the Chief Clerk's Office and only those that are absolutely necessary have been used. With the increased business within the building, the surveys made with the Telephone Company have shown an increasing overload condition of the dial equipment, to the point where we are now experiencing approximately 750 calls a week which could not be handled by our present equipment during busy periods.

The Conference was advised that by procuring an additional 200 lines and added technical equipment such as line finders, first selectors and connectors, to our present equipment, the Bureau's lines could be increased to 1000 lines which will give us some added reserve in the event of a greater emergency such as contemplated under the Bureau War Plans.

RECORDED - 37 66-2554-8199

The additional equipment will cost \$530 a month and it can be installed within 60 days if handled by the telephone company as an emergency national defense project. The installation carries a contractual obligation to the effect that if within five years from the date of completion of the installation, the equipment is disconnected or relocated, a termination charge equivalent to the monthly rental for the unexpired portion of the minimum five-year service period, will be made. This is a standard contract provision which we have on our present equipment in the switchboard.

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cc: 52 NOV 1 1950

Mr. Clegg

JUH:MP

JUH

The Conference was of the unanimous opinion that this additional equipment should be ordered and installed and that the Records and Communications Division continue to keep a tight control over the issuance of extension telephones to Bureau supervisors so that we may stay within the standard reserve of 100 lines.

*Oked by
Director
10/25*

Respectfully,
For the Conference

✓
Clyde Tolson

The Director

October 25, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 CJP/TF

The Executives Conference of October 23, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, McGuire for Nichols, Laughlin for Belmont, Clegg, Sizoo and Glavin, considered a memorandum submitted by L. R. McCoy concerning the telephone facilities at the Denver Division, wherein he recommends that the Bureau approve the installation of a switchboard at Denver, which will materially improve the telephone service of the Denver Division. Three additional trunk lines will be added to the Denver telephone facilities through the installation of such a switchboard at a total cost of \$50.64 monthly. With the new system, it will also be possible to disconnect one of the unlisted telephones, effecting a savings of \$5.00.

Mr. McCoy had suggested that the SAC at Denver be advised that a switchboard operator would not be necessary since the Bureau receptionist could handle the switchboard along with her receptionist work.

The Conference does not feel that this would be desirable since the switchboard should not be located in space which is adjacent to public space permitting callers in the office overhearing telephone conversations on the switchboard in question. The Conference recommends approval of the installation of the switchboard at Denver and recommends that the attached communication go forward to the SAC at Denver.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

WEG:VH

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54 NOV 2 1950

The Director

The Executives Conference

October 25, 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/3/81 BY SP-5 CJP/PH

The Executives Conference of October 24, 1950, consisting of Messrs. Tolson, Laughlin for Belmont, McGuire for Nichols, Clegg, Sizoo, Ladd, Mohr, Rosen, Tracy and Glavin, considered a suggestion received from Assistant Special Agent in Charge Raymond J. Brandt of the Denver Division in connection with the Special Agents' Insurance Fund to the effect that since it appeared the \$20.00 assessment and \$20,000 payment would not be approved by the membership, that the benefits of the fund would be of considerable more value to Agents of the Bureau if some provision could be made for a payment to the widow or designated beneficiary of an Agent who dies after retirement. He points out under present regulations no payment is made after retirement and retired Agents do not participate in the fund.

It had occurred to him, Brandt, that it might be advisable to change the assessments to \$15.00 or even \$20.00 at the time these assessments are made, but to continue the present payment of \$10,000 in the event of the death of an Agent, and that he believes if assessments were increased from \$10.00 to \$15.00, and the payment in the event of death were continued at \$10,000 for an Agent in the active service, that a substantial amount of money could be added to the fund over a period of years which would permit a death benefit payment to the beneficiary of a retired Agent, possibly in the amount of \$5,000. He states that it is his opinion that a payment of \$5,000 to a widow upon the death of a retired Agent would be of considerable benefit to that widow and, in fact, would probably be a great deal more beneficial to her than the payment of the \$10,000 upon the death of an Agent who has not yet reached the minimum retirement age. He suggests that this matter be put to a vote of the membership of the Agents' Insurance Fund.

It will be recalled that suggestions in connection with changes in the handling of the Special Agents' Insurance Fund are forwarded to the membership once each year and, since the only suggestion submitted during the past year has already been submitted to the membership this year, the Conference recommends that Mr. Brandt be advised that his suggestion will be held until annual suggestion requests are made of Bureau employees, usually about July 1 of each year, and, in this case, July 15, at which time his suggestion will be placed before the membership in the fund to determine whether or not it should be included in the fund in the future.

Should the Director agree, the suggested attached communication should go forward to ASAC Brandt.

RECORDED - 51 NOV 1 1950

Respectfully,
For the Conference
Claude Tolson

NOV 3 1950
WCC: Mr. H. H. Clegg
Mr. Mohr
URG: VH Attachment

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The Director

10-27-50

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 CIP/BJ

The Executives Conference of today, consisting of Messrs. Tolson, Laughlin (for Belmont) McGuire (for Nichols), Sizoo, Clegg, Ladd, Mohr, Harbo, Tracy and Glavin, considered the desirability of having the radio station at Anchorage, Alaska, operate twenty-four hours a day so that maximum security would be had.

It was pointed out to the Conference that SAC Williams, of the Anchorage Division, had advised while at Washington for conference purposes, that he would need six radio men to man the radio station at Anchorage on a twenty-four hour basis each day in the year. He pointed out that at the present time he has two radio men assigned to Anchorage radio station, it being open from 8:00 A. M. to 5:00 P. M., the regular daily office hours.

Williams pointed out that the radio station is about three miles from the office in a sparsely settled area and that no difficulty has been experienced up to the present time on the security basis at Anchorage insofar as the radio station is concerned. Neither of the radio employees remain at the station after the close of business day, i. e., 5:00 P. M. The station is locked up and is unattended until the next morning at the beginning of the business day. Williams further stated that a suggestion had been made in the past that a metal fence be placed around the station grounds to enclose antenna poles as well as the radio station itself. He stated that no such metal fence is at the present time available in Alaska and that to completely fence in our radio station there he figured it would probably cost from \$4,000 to \$5,000.

It was also pointed out to the Conference that the radio men who would be assigned to Alaska would be in at least Grade 7 and the cost of six radio men on a full-time basis would be approximately \$29,000.

The Conference was of the opinion that the added expense involved in keeping the radio station open 24 hours a day or completely surround it with a metal fence is not at this time justified and recommends that the Bureau continue to operate the radio station in Anchorage on the 8:00 A. M. to

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RECORDED - 57

NOV 1 1950

Memo for the Director

5:00 P. M. basis with two radio operators only being assigned to the Anchorage Division. The Conference pointed out that insofar as safety is concerned that if the station were to be sabotaged by any individual that they would not necessarily have to enter the building but could sabotage by destroying the antenna.

Should the Director agree with the Conference's recommendation, SAC Williams will be appropriately advised.

Respectfully,
For the Conference


Clyde Tolson

REG:cr

CC: Mr. Mohr
Mr. Clegg

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The Director

October 31, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-SCI/BJ

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The Executives Conference of October 30, 1950 consisting of Messrs. Tolson, Laughlin (for Belmont), McGuire (for Nichols), Sizoo, F. H. McIntire (for Clegg), Rosen, Ladd, Mohr, Parsons, Tracy and Glavin considered the desirability of the Bureau employees working Saturday, December 23, 1950, and Saturday, December 30, 1950, the Saturdays before Christmas and New Year holidays.

It was pointed out to the Conference that usually before the Christmas holidays, Christmas parties are held not only at the Seat of Government but also in the field, and it was further pointed out to the Conference that at the Seat of Government various sections have orphans come down from certain of the orphan asylums for the purpose of giving them Christmas gifts. It was pointed out to the Conference that for many years past the employees on the day before Christmas held get-togethers in their sections and divisions, some having luncheon together and others having parties whereby small gifts are passed among the employees during the early afternoon of Christmas Eve.

It was pointed out to the Conference at this time that Saturday, December 23rd is two days before Christmas and it will not be a regular work day for the government as a whole and that if the Bureau had a work day on Saturday, December 23rd, overtime payment being made for this work day, these small get-togethers and parties undoubtedly would be held during the afternoon with the result that the Bureau would not receive full benefit for funds expended on that day. It was felt at the Conference that if such get-togethers are arbitrarily discontinued this year a morale problem might exist. It was further pointed out by the Conference that on a number of occasions in the past the President has issued a proclamation making Christmas Eve a half-holiday, that it is not known whether he will make any declaration this year since Friday is the last work day and the following Monday is Christmas.

The Conference respectfully recommends, therefore

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CO: Mr. Clegg
Mr. Mohr

RECORDED - 2

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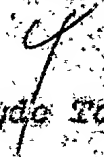
Memo for the Director

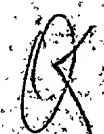
that Saturday, December 23rd, be not considered a work day for the Bureau and that Bureau employees be advised that the holiday get togethers this year may not be held before 4:00 P. M. Friday, December 22nd.

The Conference further recommends that the Saturday before New Years, December 30th, be considered a regular work day and that all offices be so advised.

Further action in connection with this particular matter is being held in abeyance pending the Director's decision.

Respectfully,
For the Conference


Clyde Tolson


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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/91 BY SP-5C/BTH

October 30, 1950

The Executive Conference

NAVY FINGERPRINT FILE

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, Parsons, Mohr, T. L. McIntire, Sizoo, McGuire, Laughlin, and Tracy on October 30, 1950, considered the request of the Department of the Navy that the Bureau accept the Navy fingerprint files and transfer service the same as the Bureau is now doing for the Department of the Army and the Marine Corps.

By letter of October 23, 1950, Vice Admiral J. J. Doper, Chief of Naval Personnel, requested the Bureau accept the Navy fingerprint file for use in the same manner as the old Army and Marine Corps files. He advised that steps are now under way to remove all prints which are duplicated in the fingerprint files of the Identification Division and that the purging of the files will be completed in approximately 30 days. Upon completion, the file will consist of approximately 2,500,000 fingerprints on 7 x 7 cards, all classified under the Henry System, and filed in metal filing cabinets. Separate alphabetical indices could also be furnished.

The Conference was advised by Mr. Tracy that the Navy fingerprint cards are of those who enlisted prior to January 1, 1910, and are contained in 01 metal filing cabinets requiring 1,500 square feet of floor space. This amount of space can be made available in the Identification Division on the sixth floor adjacent to the old Army fingerprint files.

It is estimated that four fingerprint searchers could be necessary to handle searches in the Navy file and the Navy has not asked that the Bureau take any of their personnel.

The Conference with the exception of Mr. Glavin bore of the opinion the Bureau should accept the Navy fingerprint and name index files after all duplicates have been removed for the reason that the old Army file and the Marine Corps file, both of which are now in the Department of Defense.

RECORDED - 38

NOV 21 1950

Mr. Glavin was opposed to accepting the file on the ground that he cannot spare the four fingerprint searchers to do the additional work on the Navy file, that the Navy should be informed as to what is being done on this additional burden and they should retain the file and do the necessary searches themselves.

In the event the Director approves the majority opinion, there is transmitted herewith a proposed letter to Vice Admiral J. J. Doper, Chief of Naval Personnel.

Respectfully,
For the Conference,
Clive Tolson

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Mr. Tolson
Mr. Ladd
Attachment
37-100

5 NOV 1950

THE DIRECTOR

October 30, 1950

THE EXECUTIVES CONFERENCE

250-WATT FM RADIO STATION -
MIAMI FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/2/91 BY SP-5 GJ/OTF

On October 30, the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, McIntire, Sizoo, McGuire, Laughlin, and Parsons, considered the request of the Special Agent in Charge of Miami for extension of the coverage of the field office 250-watt FM radio station.

The FM station presently covers a radius of approximately 25 miles and includes the city of Miami and vicinity, extending to and including Fort Lauderdale. SAC Mason has furnished cost figures on the extension of this coverage, as follows:

1. Miami through Fort Palm Beach ----- \$ 10,500
2. Miami through Daytona Beach ----- 67,500
3. Miami through Jacksonville ----- 109,400
4. Miami through Jacksonville and Orlando ----- 129,000

The SAC recommends extension of the radio coverage through Jacksonville at a cost of \$109,400 and in support of his recommendation cites the landing of four German saboteurs on the Florida coast in 1942 and that the British government found the southeast coast ideal for invasion as far back as the Revolutionary War. Additionally he stated that there would be a communication cost saving of approximately \$400 per month and that this would allow closer personal supervision of the Agent personnel.

The Conference unanimously recommends against the extension of the present coverage of the Miami radio station because the facts submitted are not sufficient to justify the cost.

RECORDED

Respectfully,
For the Conference

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THE DIRECTOR

October 31, 1950

THE EXECUTIVES' CONFERENCE

CONFIDENTIAL INFORMANTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/3/91 BY SP-5 CJP

On October 31, 1950, the Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Clegg, McGuire for Nichols, Sizoo, and Laughlin for Belmont, considered the attached Bureau Bulletin on confidential informants.

It was pointed out to the Conference that the Bureau submits to the Department from time to time various reports for consideration as to whether criminal prosecution is warranted. In many of these reports the only or principal witness is a confidential informant. The Department, after reviewing these reports, advises the Bureau that on the basis of evidence available, prosecution is not warranted. The Department adds, however, that if additional evidence is received or should the confidential informants become available to testify, the case will be re-examined in the light of these facts.

It was explained that in order for the Bureau to be able to identify those cases in which a confidential informant, who later becomes available to testify, furnishes important evidentiary material, the attention of the field should be called again to the necessity of maintaining the administrative files on confidential informants in good order. It was noted that instructions issued by the Bureau on August 16, 1948, provided for the maintaining of administrative files on confidential informants in order that all data furnished by a particular informant would be in one control file.

A subcommittee consisting of Messrs. Clegg, Rosen and Laughlin looked into this matter and examined the procedure as presently followed in the Washington Field Office. The Committee determined that the informant's administrative file would be the logical source for identifying the cases in which a confidential informant had furnished material to the Bureau.

The Subcommittee recommended that the attached Bulletin

be issued and the Conference agreed unanimously. In the event you agree, it will be disseminated.

RECORDED - 125

NOV 4 1950

Respectfully,

For the Conference

Clyde Tolson

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54 NOV 6 1950

Attachment

CC: Mr. H. H. Clegg

Mr. J. P. Mohr

LLL:mer

SAC, NEW HAVEN

10/13/50

DIRECTOR, FBI

66-2554-✓
SAC'S CONFERENCES
NEW ENGLAND AREA

Reurlet 9/26/50, recommending bi-monthly conferences of the SAC's of the New Haven, Boston, Buffalo and Albany Offices.

The Bureau has considered your suggestion but does not feel that such conferences are warranted.

cc: Boston
Buffalo
Albany

FHMc:qgh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 C. B. B.

Approved by Executives Conference on 10/12/50, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease, Nichols and F. H. McIntire.

ORIGINAL FILED IN 100-2-22

55 OCT 30 1950
474

Director, FBI

September 26, 1950

SAC, New Haven

SACS' CONFERENCES
NEW ENGLAND AREA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/91 BY SP-5 CIB/H

EXECUTIVE CONFERENCE

Re: Bulet 9/21/50 requesting that additional info be supplied as a justification for holding the captioned conferences on a bi-monthly basis.

Normally the average SAC is called to Washington yearly for a two-day conference and speaking personally, I have been called in for In-Service Training likewise yearly. These two appearances in the Bureau afford the opportunity, of course, of taking up with Bureau officials any problems which might be encountered in field administration.

My experience in attending bi-monthly SAC conferences reveals that they have been most helpful in coordinating work which might be unique to a particular section of the country. The thought which prompted my initial suggestion was that under present conditions problems with respect to internal security matters; Special Service Contacts, their development and use; the industrial plant informant development program; American Legion and general investigative informant programs; and systems utilized for developing Bureau applicants might be the topic of discussion. Normally the SAC has very little opportunity of visiting other Bureau offices and there noting successful administrative practices being used. This would apply with equal measure to items not found workable or satisfactory as a result of unique conditions prevailing in a particular locality.

In such meetings I have always been benefited by being made familiar with various administrative and investigative devices utilized in other divisional offices.

The conferences would give each New England area SAC a good opportunity of exchanging views, experiences, and of raising questions which might be in any way unique to their respective offices. Normally these conferences should last no longer than four or five hours and due to the comparatively short distances to be travelled by any of the SACS involved, the per diem expense would be nominal.

In the conversations I have had with SACS THORNTON and WALL they expressed concurrence with the views above mentioned.

gmj/ntm
66-2324

cc: Boston
Buffalo

Albany

66-2324
RECORDED

SEP 25 1950

THE DIRECTOR

10/31/50

JOINT COMMITTEE

b6
b7C

SUGGESTION NO. 523

SAVINGS: None

EMPLOYEE: SA [REDACTED]

AWARD: None

PHILADELPHIA OFFICE

CHARGE-OUT SLIPS

MEMBERS PRESENT: H. H. Clegg
D. T. Harbo
S. K. McKee
L. Scheidt

72265

EXECUTIVE CONFERENCE

SUGGESTION: That when preparing charge-out slips for files, there should be attached to the slip some device which would be a signal that if the file is not in its proper place, the charge-out slip would be placed in the file jacket so that when the file is returned, it would serve as a stop notice and the file could be sent to the Agent desiring it. The employee making the suggestion indicated that there were times when a file, if not immediately available, would not be desired subsequently, and that this would apply also when a file was required at some later date. He felt that this procedure would eliminate files being charged out unnecessarily when they are not wanted.

The SAC at Philadelphia, does not approve of the suggestion, claiming that the present system is working effectively. It was also observed that this would establish a new administrative procedure, and it would often be unnecessary to employ this device, and if it were necessary a notation by the Agent requesting the file could be placed on the charge-out slip.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

A letter to Philadelphia is attached hereto in view of certain comments made by the Agent submitting the suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/91 BY SP-5 EJP/BJ

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Mr. Clegg
Mr. Mohr

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Attached

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INITIALS ON ORIGINAL

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THE DIRECTOR

10/25/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5 CJP/BJ

The Executives Conference of October 17, 1950, consisting of Messrs. Tolson, Ladd, Tracy, Clegg, Glavin, Nichols, Laughlin for Belmont, Rosen, Harbo, Sizoo, Nease and Mohr considered the operation of the cash room in the Identification Division and the operation of emergency loan funds in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division.

The Conference was advised that a thorough review was made of the various references in the files to the operation of the cash room and the emergency welfare loan funds in this building and it was impossible to locate any clear-cut authorization from the Director for the operation of the cash room as such in the Identification Division or the emergency loan funds in this building. The cash room grew up as a result of certain activities which were approved in the Identification Division for the employees' benefit and the loan activities in this building were instituted sometime during the war years when Maurice Acers was Personnel Officer in the Administrative Division.

CASH ROOM, IDENTIFICATION DIVISION

The cash room of the Identification Division is operated by one full-time employee and by an additional employee on a part-time basis. The cash room handles all cash received in the Identification Division and space has been allocated for this purpose. The cash room performs such duties as cashing personal checks for employees, making small emergency loans to new employees who enter on duty and are in need of funds to tide them over until they receive their first pay check or in cases of dire emergency where an employee is in need of funds for instance to gain admission to a hospital or to pay their hospital bill in order that they can be released from the hospital. Emergency loans are approved by the Personnel Assistant in the Identification Division.

No interest is charged for these emergency loans. Stamps are sold and no profit is derived from this activity. American Express money orders are sold to employees and the profits from money orders go to the Identification Division welfare fund where the money is used for welfare activities in the Identification Division. Hospitalization money is collected in the various sections and it is coordinated in the cash room and the money deposited in the bank or with Group Hospitalization.

RECORDED - 125

NOV 4 1950

I have checked the files carefully and I have been able to find nothing therein indicating the Director has ever approved the cashing of personal checks for employees, the making of small emergency loans to employees or the selling of stamps. The Director approved an Executives

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Conference memorandum dated May 16, 1944 specifically authorizing the Identification Division as a service to the employees to sell American Express money orders and the profits to be turned over to the FBIRA. At that time there was no Identification Division welfare organization and when that organization was subsequently organized, the profits went to that organization for the benefit of the employees in the Identification Division.

Mr. J. A. Sizoo checked into the legality of the operation of the cash room in the Identification Division and he concluded that this activity was of doubtful legality in view of the fact that Bureau employees are used full time for the purpose of operating the cash room and particularly since the profits from the sale of the money orders are diverted to the Identification Division welfare fund rather than to the Miscellaneous Fund of the Treasury of the United States. Mr. Sizoo made an informal contact with an individual he knows at the General Accounting Office and without indicating that the Bureau is now operating a cash room, he was advised in an off the record opinion that it did not appear that a decision favorable to the operation of the cash room would be forthcoming from the General Accounting Office if an advisory opinion concerning this matter was requested. It was suggested that if the Bureau felt a compelling need for the operation of such a service it might be operated and later justified. It was pointed out that this type of activity was carried on by several Governmental agencies during the war with the knowledge of the General Accounting Office and was not prohibited.

The following figures show the transactions on American Express money orders and commissions earned for the months of June through September, 1950:

	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
Total money orders sold	1,161	1,275	892	777
Total value of money orders purchased	\$16,020.33	\$15,414.19	\$21,310.09	\$14,665.94
Commissions earned	\$56.38	\$55.68	\$75.17	\$49.61

It will be observed therefore that a considerable business is handled in the cash room, particularly with respect to the sale of American Express money orders. The commissions which go to the Identification Division welfare fund average slightly more than \$50 per month.

The FBI Identification Division welfare fund at the present time has \$930.80, which is derived principally from the profits from the sale of money orders. The welfare fund also receives a small amount from the profits of the cafeteria in the Identification Division which is paid by Government Services, Incorporated.

Cashing of personal checks in the cash room occurred as follows: June, 268; July, 255; August, 376; September, 422. Loans to employees during 1950 averaged 43 per month. Loans unpaid as of October 20, 1950 amounted to \$194.

EMERGENCY LOAN FUNDS, JUSTICE BUILDING

Emergency loan funds are operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division. Mr. H. L. Edwards, the Personnel Officer in the Administrative Division, handles the operation of the loan fund in that office, which is available to employees throughout the Bureau but is principally utilized by employees other than those in the Identification Division and the Files Section. Mr. Edwards has a total of \$350 in the loan fund which was obtained by a loan from the FBIRA and of course will have to be repaid at some future date. As of October 24, 1950, Mr. Edwards had outstanding in loans a total of \$65 to three employees. Mr. Edwards said he personally passes on each loan and usually the loans are made to new employees who are in need of cash in order to carry them along until they receive their first pay check. He also stated that occasionally loans are made to Bureau employees in dire emergencies such as an employee needing funds in order to be admitted to a hospital and the like. Mr. Edwards stated that the loans that he makes are carefully recorded and are promptly repaid by the employees. Mr. Edwards stated he finds this fund is of inestimable value in administering the personnel policies of the Bureau. Occasionally a check for a new employee is cashed where the check is drawn on an out of town bank and the new employee has difficulty in getting it cashed.

Special Agent Supervisor Wendell Eames, the Personnel Assistant in the Files Section, has an emergency loan fund in the total amount of \$216.40. This money was obtained by a loan from the FBIRA in the amount of \$100 and the balance was made up from surplus on flower collections, Files Section activities and the like. As of October 24, 1950, Mr. Eames stated he had outstanding loans in the amount of \$129.20 to eight different employees. Mr. Eames personally passes on each loan. He only makes loans to new employees to tide them over and to other Bureau employees in dire emergencies. He also cashes an occasional check for a new employee when such check is drawn on an out of town bank. Mr. Eames has stated he finds that the emergency loan fund now in operation in the Files Section is of inestimable value in carrying out the personnel policies of the Bureau in the Files Section.

PROCEDURES IN OTHER GOVERNMENTAL AGENCIES

In an effort to determine what other Governmental agencies do for their employees along the lines indicated in this memorandum, checks were made with the Personnel Officers or the Employee Relations Counselors in other agencies.

Immigration and Naturalization Service - Stamps are not sold to employees and no program is in effect for this purpose. With respect to personal checks, these are handled through the credit union since INS has a credit union which they brought with them to Washington when they transferred from Philadelphia. It should be also noted that INS is located at the end of East Capitol Street across from the Armory. It was learned that INS is getting ready to set up a recreation association and will get its funds for this purpose from the operation of vending machines in the building. Loans to employees are made through the credit union. New employees are loaned up to \$60 from the credit union at an interest charge of three quarters of 1% per month. There are no facilities at INS to purchase money orders and no request for such a program has been made by the employees there. INS uses two employees one day per pay period to operate its credit union.

Department of Justice - The Department of Justice has a credit union and all money transactions such as loans, cashing of personal checks and the like are handled through that office in this building.

Interior Department - Interior has no facilities for the sale of money orders. They do loan money to new employees in emergency situations and no interest charge is made. Profits from the operation of the cafeteria are used for this purpose. Interior has housing units where vacancies are listed and for cashing checks their credit union is utilized.

Census Bureau, Suitland - The Census Bureau at Suitland has a credit union, there are vending machines around the building, stamp machines, a welfare fund which makes loans to new employees at no charge but they do not sell money orders since they have a branch post office directly across the street from their building. They maintain a housing unit, a transportation unit which organizes riding clubs, they have a lending library where the employees pay so much each day, they maintain school catalogs and they have a welfare and recreation association.

Agriculture Department - Agriculture probably has the most extensive employee welfare operations in the entire Government service. Agriculture obtains the welfare funds by operating its own cafeteria which grosses a million dollars per year. The cafeteria is run by employees who are paid out of profits from the cafeteria. They use the profits from the cafeteria to pay an activities director, they have an athletic and recreation association with 6,000 members, charging \$1 per year to join the association, loans to employees are made from the cafeteria profits and no charge for such loans is made, they have three credit unions where employees can obtain loans, stamps are sold in vending machines in the cafeteria, vending machines are operated in the cafeteria to sell everything from soup to nuts. No money orders are sold since there is a branch bank directly across the street from the Department of Agriculture. Check cashing is also done through the branch bank. Agriculture follows the policy of paying all employees out of their cafeteria profits who spend full time on welfare work. The policy

is to spread other activities as thin as possible by assigning them to employees to be handled during regular working hours. Agriculture's policy is to obtain any facility for the Department to cut down on annual leave charges. As an illustration, Agriculture is presently contemplating the placing of a greeting card display in their building because employees must go up town in order to purchase such cards during the day. Lending libraries are extensively operated.

RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE

The Conference gave very careful consideration to the three programs outlined in this memorandum and recommended as follows:

1. Cash Room

Messrs. Tolson, Glavin, Nichols, Laughlin, Rosen, Harbo, Sizoo, Nease and Mohr recommended the immediate closing of the Cash Room in the Identification Division, these members being of the opinion that the Bureau could not justify the continuation of this function in view of the off the record opinion furnished by the General Accounting Office. These members felt that a stamp machine should be purchased and placed in the cafeteria. The sale of American Express money orders should be immediately stopped. The collection of the hospitalization funds should be continued as in the past but since this activity only occurs once a month it would only occupy the time of an employee for approximately one day. Emergency loans should only be made in cases of emergency after approval of Mr. Tracy has been obtained.

Messrs. Clegg, Ladd and Tracy were of the opinion that the cash room should be continued as it is since they were of the opinion that all of its activities were desirable, increased employee morale and they pointed to the difficulty employees encounter in obtaining money orders and small loans because of the inaccessibility of the Identification Division. They felt that the cash room should continue to cash personal checks for employees, again because of the inaccessibility of the Identification Division building.

2. Emergency Loan Funds in the Justice Building

The Executives Conference, except as noted below, was unanimous in recommending the continuation of the present emergency loan funds which are operated in the Personnel Office of the Administrative Division and in the Files Section of the Records and Communications Division, with such loans being approved by the Assistant Director.

Messrs. Nease, Nichols and Harbo felt that the Personnel Officer or the Special Agent Supervisor in the Files Section administering the loan fund there should approve such loans rather than the Assistant Director.

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The Conference was unanimous in recommending that this loan fund be utilized to cash out of town personal checks of new employees where they were unable to get them cashed elsewhere.

In the event the Director agrees with the majority view of the Conference set forth in this memorandum, the necessary steps will be taken to place these recommendations into effect immediately.

Respectfully,
For the Conference

Clyde Tolson

I am inclined to stop Cash Room & the sale of Money orders. The stamp machine may be installed. I don't think we should cash checks. As for the loans before passing on this I would like news re having Credit Union handle this both in this Bldg & Ident. H.

THE DIRECTOR

October 30, 1950

The Executives Conference

CURRENT DELINQUENCY IN IDENTIFICATION DIVISION

The Executives Conference consisting of Ladd, Tolson, Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, and Egan on October 27, 1950, considered the current delinquency in the Identification Division.

Mr. Tracy advised the conference that the delinquency of the Identification Division of fingerprints for search and answer as of October 21, 1950, is as follows:

Card Index Section	07,610
Technical Section	153,431
Filing Section	40,782
Total	201,823

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DATE 7/24/91 BY SP-5 CJP/DP

The approximate daily average receipts for search in the month of September were:

	Average 5-day week	Average 5-day week
Criminal	3,400	3,107
Atomic Energy	200	175
Cocac Guard	225	183
Loyalty	2,700	2,322
Miscellaneous Applicant	2,000	2,502
Alien	1,500	1,260
Military	3,350	3,450
	10,155	16,130

Since beginning the full Saturday shift, the delinquency has increased from 214,017 to 311,155, or a net increase of 97,138.

With reference to Alien, Military, Cocac Guard, and Miscellaneous Applicant fingerprints, the percentage of latents is approximately 10 per cent, 2 per cent of which are located as a result of a Card Index search and one per cent as a result of the Technical fingerprint search. If fingerprints of this type are set aside in the Technical Section following the Card Index search and not handled until the delinquency has been cleared up, it will be possible for the Identification Division to handle the balance of the current receipts without increasing further delinquency as to criminal and other priority fingerprint cards.

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Mr. Clegg
Mr. Mohr

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166-2554-8208
NOV 4 1950

The Conference unanimously recommends that following the card index search, the Identification Division hold, as part of their delinquency in the Technical Section, Alien, Military, Coast Guard, and Miscellaneous, applicant fingerprints, and covering the full span of the employees in the Technical Section to the fingerprint search of priority fingerprints. Also, for the Director's information, the non-idents in the group referred to are not acknowledged to the contributor.

Respectfully,
For the Conference,

Y
Cliff Johnson

K
2

*But I want status repts
on the delinquency as
we shouldn't lose sight
of it.*

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The Director

10-26-50

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 6/24/91 BY SP-5 C/bj

The Executives Conference of October 17, 1950 consisting of Messrs. Tolson, Laughlin (for Belmont), Sizoo, Clegg, Rosen, Ladd, Mohr, Harbo, Tracy and Glavin, was advised that the S.O. at Newark requested that the Bureau furnish a surveillance truck for the Newark office. S.O. McKea pointed out that such a truck is needed on occasions for discreet surveillance in a semi-residential area and that they had on one occasion used the New York office surveillance truck very successfully. Mr. McKea pointed out that the Newark office has a continual need for a fully equipped surveillance truck similar to the one in New York. It would be very valuable in connection with espionage cases in his office. He pointed out that the Communist Party in the state of New Jersey is concentrated chiefly in industrialized areas of Newark, Jersey City, Trenton and Camden, where a truck, particularly one which appears empty, is far less conspicuous than a Bureau automobile, and the Communist Party headquarters are located in the heart of the business areas of the aforementioned cities. A truck would afford opportunities to obtain photographs far beyond the present car set-up.

It was pointed out to the Conference that at the present time we have furnished light surveillance trucks to San Francisco, Chicago, New York, Washington Field, Boston, Detroit and Seattle and the Conference feels that the Newark office could utilize such a truck to advantage and recommends that it be purchased. A truck of this type costs approximately \$2,000.

Should the Director agree the appropriate order will be placed.

Respectfully,
For the Conference

K.P.

RECORDED - 34

166-2554-8209
NOV 4 1950
J. E. Tolson

CC: Mr. Mohr
Mr. Clegg

REG:er

EX-75

R.K.

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51 NOV 7 1950

The Director

November 1, 1950

The Executives Conference

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DATE 7/24/91 BY SP-SCI/DAF

The Executives Conference of October 30, 1950 consisting of Messrs. Tolson, Harbo, Mohr, Sizoo, McGuire (for Nichols), Laughlin (for Belmont), F. H. McIntire (for Clegg), Tracy, Ladd, Rosen and Glavin considered the present Bureau policy of maintaining Agents' notes in the field 1-A exhibit file in the case of Bureau applicants.

It was pointed out to the Conference that at the present time reports covering the investigation of Bureau applicant cases are made in the form of a brief report. In a brief report all individuals interviewed are listed, all derogatory information is set forth in detail and all outstanding accomplishments are set forth in detail. There is, however, a consolidation of routine investigative information secured. For instance, if six neighbors are interviewed and all recommend applicant favorably the identities of the six neighbors would be included in the report with the statement that they recommended the applicant favorably rather than setting out each neighbor interviewed by a separate statement concerning favorable recommendation.

Under the present Bureau regulations upon the submission of such a report to the Bureau the Agent's original notes are maintained in the 1-A envelope in the applicant's file in question.

It was recommended to the Conference that since all unusual, outstanding or derogatory information is set forth in detail in these brief reports and since every individual interviewed is identified in such report there appears to be no particular reason for maintaining the Agent's original notes in a 1-A exhibit envelope in the pertinent applicant's file. Messrs. Ladd, Rosen and Tracy felt that the notes should be maintained. Messrs. Tolson, Harbo, Mohr, McIntire, Laughlin, Sizoo and Glavin felt that retention of the notes was not necessary, that they do not furnish any information of pertinent value which is not contained in the investigative reports and they recommended that the field be advised that it will no longer be necessary to maintain Agents' original notes in Bureau applicant cases when the results of the original notes in question are reported through the medium of the brief investigative report. Messrs. who wanted the notes maintained felt that since there is a summarization of part of the information contained in the investigative report that all of the original notes should be maintained in the event any question arises in the future concerning

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NOV 6 1950

58 NOV 7 1950

Memo for the Director

information given by the individuals to the Special Agent.

Pending the Director's decision concerning this matter further action regarding it is being held in abeyance.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Clegg
Mr. Mohr

WRC:cr

Q. Majority view
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THE DIRECTOR

October 26, 1950

THE EXECUTIVES' CONFERENCE

LIST OF ORGANIZATIONS DESIGNATED
BY THE ATTORNEY GENERAL

On October 26, 1950, the Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, McIntire for Clegg, McGuire for Nichols, Sizoo, and Laughlin for Belmont, considered the attached proposed Bureau Bulletin. This Bulletin sets forth an alphabetical list of all organizations which have been designated by the Attorney General as being within the purview of Executive Order 9835 from the inception of the Loyalty Program up to October 23, 1950.

In addition, it shows the classification of the organization by a symbol; for example, T for Totalitarian, F for Fascist, C for Communist, etc. It also indicates the date that the organization was designated by the Attorney General.

The designations of these organizations by the Attorney General as being within the purview of the Executive Order has been made available to the field in the past immediately following such designations. It was pointed out that having this information as set out in the proposed Bulletin would be of real assistance to the field for ready reference purposes.

The Conference unanimously recommended approval of the attached Bulletin. In the event you agree, it will be disseminated.

Respectfully,
For the Conference

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Clyde Tolson

RECORDED - 102

NOV 6 1950

37

CC: Mr. H. H. Clegg
Mr. J. P. Mohr

Attachment

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EX-75

52 NOV 7 1950

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The Director

October 31, 1950

The Executives Conference

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HEREIN IS UNCLASSIFIED
DATE 2/24/91 BY SP-5 CIB/HF

The Executives Conference of October 30, 1950 consisting of Messrs. Tolson, Laughlin (for Belmont), McGuire (for Nichols), Sizoo, F. H. McIntire (for Clegg), Mohr, Parsons, Tracy and Glavin considered the attached form letter to all SACs and Bureau officials concerning leave and recommended its transmittal to the field.

It was pointed out to the Conference that the Director had previously approved the Conference recommendation that information pertaining to the accrual of leave under the current appropriations act be forwarded to the field.

Subject to the Director's approval the attached letter to all SACs and Bureau officials will be forwarded to the field.

Attachment

Respectfully,
For the Conference

Clare Tolson

CC: Mr. Mohr
Mr. Clegg

RECORDED - 35

NOV 6 1950

EX-53

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The Director

October 30, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/24/91 BY SP-SCI/DA

The Executives Conference today, consisting of Messrs. Tolson, Glavin, Tracy, D. J. Parsons for Harbo, Mohr, Ladd, Rosen, Fred McIntire for Clegg, Sizoo, McGuire for Nichols, and Laughlin for Belmont, considered the recommendation of the Records Section designed to limiting the search on name checks made on Coast Guard, Immigration and Naturalization, routine Atomic Energy and routine Liaison forms.

A subcommittee of Mr. Clegg, Mr. Rosen, Mr. McGuire and Mr. Waikart, considered the recommendation and pointed out that the Records Section in handling name checks under its present procedure is faced with the backlog of over 100,000 name check forms of various agencies. It is anticipated that in the next eight months, name check forms from the Coast Guard, Immigration and Naturalization, routine Atomic Energy and routine Liaison forms, will total at least 400,000 forms. The total estimated number of name check forms to be received from all agencies, according to current volume being received, which is 37,000 a week, will run well over a million forms.

The Conference was advised that our present procedures in searching name check forms require that the full name shown on the form be searched, and all references, regardless of locality, be listed so that the files can be pulled and reviewed. In addition, after searching the full name, the searchers arbitrarily search all variations down to and through the double initial. For example, the name John Henry Smith would also be searched as John H. Smith, J. Henry Smith, John Smith, Henry Smith and J. H. Smith. In searching down to and through the double initial breakdown, as illustrated above, all file references are presently arbitrarily listed for review from the index cards limited to the "locality" listed on the form being searched. This locality is determined from the places of residence, employment, birthplace, etc., listed on the form.

The Conference was advised that the Records Section proposes to search the full name as it appears on the form, regardless of locality, and to eliminate the present arbitrary listing of all references developed under the breakdown search of variations of the full name.

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CC: Mr. Mohr
CC: Mr. Clegg
JJM:MP:mb

RECORDED - 35

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NOV 8 1950

55 NOV 13 1950

Specifically, (1) On an uncommon name, (one having less than 100 cards in the file), the full name appearing on the form would be searched, together with breakdowns of that full name, and only pertinent main files and references would be listed. There will be no material change from the present procedures on searching uncommon names as the index cards to be searched will be few in numbers.

(2) On a common name (one having over 100 cards in the file) the search would be made on the full name used on the form and if a main file is located, that main file, together with pertinent references, would be listed and that is all.

For example, in searching John Henry Smith, if the searchers find a main file on John Henry Smith, or main files, these files would be listed, together with reference files discovered under that full name, and the search would stop there. If, however, no main file or files are found under the full name, but only references are found, then the searcher would list those references and would proceed in the search under the next breakdown of the name.

For example, John H. Smith would then be searched. If a main file or main files are found on John H. Smith, believed to be identical with the person mentioned in the form, then those main files and references would be listed and nothing further would be done. Carrying the example further, if under the main name search and the next breakdown step no main files are found, then the searcher would drop down to the third breakdown of the name and search there for any main files, which in this case would be searching for John Smith. If a main file is found in this third step, again it would be listed together with pertinent references, and the search would end there. This means that under the proposed system, if a main file is found the search stops and in the example cited, if we found a main file in the third step under John Smith, we would not search J. H. Smith, J. Henry Smith, or Henry Smith.

The objective of the Records Section's proposed limitation of the search is reducing the file potential to be reviewed from a present 8 references per name check search form, to approximately 1 reference to each form.

Under the present procedures followed in making name checks, the index searcher must list for review all file references on all breakdowns of the name, except criminal references, since we are interested only in subversive information in most name check searches.

Despite the limitations under the present procedures, the forms upon which references are developed average 8 file references per form. Applying this to the current backlog of over 100,000 names, since 40 per cent of the name checks develop as "no records," 60 per cent, or 60,000 forms, will require the review of 480,000 files. Experience has shown that 90 per cent of these files will also develop ultimately as "no records," upon review by the file reviewers. As a result, 10 per cent, or 48,000 files, will be reviewed by the Special Agent Supervisors of the Security Division. All but 2 per cent of the files reviewed by the Security Division will be eliminated and it is from the 2 per cent left that information is developed and furnished to the interested agency.

In a practical application, the Records Section searched 1104 Coast Guard forms under both the present procedure and under the proposed procedure, with the result that under the present procedure 6700 references were developed, averaging 6 references per form, from which 297 identifications were made. Under the new proposed procedure, 883 file references were developed, averaging less than 1 reference per form and the same number of 297 identifications were affected. Under the experimental survey, the work potential was reduced 85 per cent and the same result, to-wit, 297 identifications, were attained.

The Conference was advised that experience in searching millions of names over recent years, has shown that any risk of missing information in the file is attributable to the human element, rather than to defects in searching procedures.

The Conference unanimously recommended that the proposed streamlined search be adopted and applied to Coast Guard, Immigration and Naturalization, routine Atomic Energy and routine Liaison name checks at the present time.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

11-1-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 7/29/94 BY SP-SCA/JOY

The Executives Conference on 11-1-50, with Messrs. Tolson, Glavin, C. Tamm, Harbo, Mohr, Rosen, J. J. McGuire, Sizoo, L. L. Laughlin and Clegg present, considered the Police Training School at Houston, Texas. Until recently (early October) the Chief of Police at Houston, Texas, was E. V. Payne. He has been succeeded as Chief of Police by Inspector L. D. Harrison. Harrison's hostility to the Bureau is well known. He has introduced resolutions before the Texas Police Chiefs' Association asking that the State Department of Public Safety establish a police academy and recommending that colleges and universities in Texas give police training and he prizes the Northwestern University Traffic Institute and Frank Ford while ignoring the FBI. He has for years been closely affiliated with [redacted] Texas A & M in joint efforts to oppose the Bureau's Police Training Program and it was further believed to be the purpose of Harrison and [redacted] to profit personally as police instructors and members of universities' faculties. He recently tried to persuade an officer of the Amarillo, Texas, PD to ask the Bureau to assist in a Police School at Amarillo Junior College stating that if the Bureau would not participate the Bureau could then quit telling everyone how the FBI helps police in police training. These are examples of his attitude.

Prior to Harrison's becoming Police Chief and while Payne was in such position, the Houston Office had undertaken the giving of assistance to a class of recruits in the Houston PD's training school and one appearance by the SAC on the Functions of the FBI has already been given. The remaining appearances are scheduled from December 18 through December 31, 1950 and consist of 36 hours of instruction in this school which is presently in progress. The instruction includes such subjects as Unlawful Flight to Avoid Prosecution, Description of Persons, Firearms identification, Jurisdiction of the FBI, how the Laboratory may assist local officers, Interviews, Crime Scene investigations, Techniques of Arrest and Knot Court.

Due to the attitude of Harrison, the question arose as to whether the Bureau should permit the Houston Office to continue in this school and to give the instruction scheduled from December 18 - 31.

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Messrs. Tolson, Mohr, Rosen, Glavin and Clegg were opposed due to the attitude of Harrison and felt that there was no advantage in the Bureau's assisting a police department whose police chief has demonstrated such an attitude.

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EX - 53

NOV 9 1950

52 NOV 15 1950
HHC:DLG

Messrs. Q. Tamm, Harbo, McGuire, Sizoo and Laughlin favored continuing the assistance in this particular school, but agreeing to participate in no schools in the future and pointed out that there was a tentative commitment subject to Bureau approval which had been made and that the benefits to the Bureau would accrue through the instruction given to the recruits. They pointed out further that the Houston Office would have occasion to work with subordinate officials of the Houston PD and that Harrison had recently designated a graduate of the Academy to head the Morals and Gambling Squad.

Respectfully,
For the Conference

Y

Glyde Tolson

THE DIRECTOR

10/31/50

JOINT COMMITTEE

b6
b7C

SUGGESTION NO. 527

EMPLOYEE: SA [REDACTED]

SAVINGS: None

AWARD: None

PHILADELPHIA OFFICE

ENTRANCE TO AGENTS' ROOM

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION: That the entrance to the large Agents' office at Philadelphia be changed from the door marked 532 to the door marked 534. The employee making this suggestion felt that this would permit Agents having business in the middle or far side of this room to go directly to that location without going a longer route.

The SAC at Philadelphia has advised that any savings, if at all, would be trivial and would cause more commotion toward the center of the room which would be highly undesirable.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

Executive Conference

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DATE 7/14/91 BY SP-5 CJS/PAZ

cc: Mr. Clegg
Mr. Mohr

HHC: dgh

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h
The Director

November 6, 1950

The Executives Conference

The Executives Conference of November 2, 1950, consisting of Messrs. Tolson, McGuire for Nichols, Sizoo, Laughlin for Belmont, Quinn Tamm for Tracy, Harbo, Ladd, Rosen, Clegg, Mohr and Glavin, considered the attached communication to all Special Agents in Charge concerning the 48-Hour Week and recommended its approval.

It was pointed out to the Conference that this communication sets out in detail how the Time and Attendance Reports must be prepared for forwarding to the Bureau. This letter also points out to the Special Agents in Charge that employees working on Armistice Day, November 11, will be paid double time or holiday pay in the event November 11 comes within the first 40 hours of work performed by the employee during that week; that otherwise overtime pay at time and one-half schedules will be paid.

Respectfully,
For the Conference

OK
Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

ERG:VH

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/91 BY SP-5 CIP/PM

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EX. 53

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THE DIRECTOR

10-31-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 524

EMPLOYER: ASAG HARRY C. VAN FELT
KNOXVILLE OFFICE

INITIALING FILE COPIES OF OUTGOING MAIL

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. E. McKee
E. Scheidt

SUGGESTION:

That the file copies of outgoing mail in Field Offices be initialed by the official signing such correspondence. It was pointed out that this is an almost universal practice throughout the Field, but there is no Bureau regulation requiring that this be done.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee was of the opinion that the file copies of letters, inter-office memoranda and one copy of the investigative reports placed in the Bureau's files should reflect the identity of the supervising official who reviewed and approved the communication. In the case of investigative reports this, of course, should be the copy which also has the initials of the stenographer who transcribed the report and the Agent who prepared the report in the event he reviewed it.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable by Messrs. Ladd, Glavin, Clegg, Lohr, McGuire, Sizoo, Tamm, Laughlin, Rosen, Harbo, on November 2, 1950.

Respectfully,
For the Conference

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Clyde Tolson, Nov. 3 1950

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HEREIN IS UNCLASSIFIED

DATE 7/24/91 BY SP-5 CIP/DA

cc - Mr. Lohr

Mr. Clegg

PTH:DMC

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THE DIRECTOR

11/2/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 7/24/91 BY SP-5ci/bhp

The entire problem of the decrease in accomplishments was presented to the Executives Conference in an effort to recommend steps which could be taken to impress upon the field the necessity of keeping pace in our criminal work in spite of the many other demands being made upon our personnel.

The following matters were considered and recommended action is submitted on each.

SUGGESTION

That each office be required to submit a memorandum for the month of September, 1950, in order that it can be determined if a proper proportion distribution has been made of available manpower to investigative matters. This memorandum is to include the number of Agents assigned to each division, the number of Agent days worked and the number of Agent days spent on four categories, that is, security investigations, applicant investigations, criminal and civil and all other work. In addition, it is to furnish comparative figures on each office case load as of September 30, 1949 and September 30, 1950. These figures are to show both assigned and unassigned cases in current and delinquent status subdivided into security, applicant, criminal and civil and all other work.

RECOMMENDATION

Unfavorable. This would require considerable bookkeeping and additional work in order to determine the number of Agents assigned to each of the categories and under the circumstances did not appear to be sufficiently justified to request the field for this information.

SUGGESTION

The field was instructed by SAC Letter No. 59, August 22, 1950, to contact U. S. Attorneys in order to secure more cases involving Veterans Administration matters. Many offices have been able to produce lucrative accomplishments in this category through close liaison with U. S. Attorneys. It was suggested that a survey for the months of August, September, October and November be made recording the number of cases received and the results of the discussions with the U. S. Attorneys.

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Memorandum for the Director

RECOMMENDATION

Favorable as to the restating of the instructions issued in the August 22, 1950 SAC Letter; however, no survey was deemed justified.

SUGGESTION

That a 30 day deadline on leads in Fugitive cases be re-established as of November 15, 1950 to run through to December 31, 1950. This trial period for the re-establishment of the deadline it is hoped will bring about an increase in the Fugitive statistics and raise the total of accomplishments as to Fugitives located during the period.

RECOMMENDATION

Favorable.

SUGGESTION

That a 15 day deadline for the submission of reports following the completion of the investigation in the aforementioned Fugitive cases be established.

RECOMMENDATION

Unfavorable. No instruction in this regard was deemed necessary under the circumstances.

SUGGESTION

That White Slave Traffic Act surveys be restored and each division requested to submit a recommendation as to the desirability of a special White Slave Traffic Act squad.

RECOMMENDATION

Unfavorable as to establishment of special squads. Favorable as to the issuance of an appropriate letter to the field pointing out the necessity for developing White Slave Traffic Act cases and being alert to organized prostitution in each district.

SUGGESTION

That each Special Agent in Charge be instructed to have responsible officials and employees of Government installations contacted to secure more cases involving Thefts of Government Property.

That a letter be submitted by the end of November, 1950, listing all such facilities with the names of the persons who have been contacted.

Memorandum for the Director

RECOMMENDATION

Unfavorable as to requiring that a survey be made and that a letter be submitted. Favorable that responsible officials be contacted in order that they may be alerted to the necessity of referring these violations to the FBI.

SUGGESTION

Several field offices have special Theft From Interstate Shipment squads, consequently, each Special Agent in Charge is to examine the situation in his own division and when the volume and circumstances warrant, a special squad should be created to handle Theft From Interstate Shipment cases.

RECOMMENDATION

Unfavorable as to requiring that squads be established. Favorable as to instructions to the field to realert the offices to the necessity for developing Theft From Interstate Shipment cases and give them the necessary attention they should get consistent with the importance of the cases and that a bulletin be issued to the field re-emphasizing the need for developing cases.

SUGGESTION

Desirability of increasing and improving our liaison with law enforcement agencies to secure additional cases through contacts made with these agencies during the course of applicant, special inquiry and similar matters.

RECOMMENDATION

Favorable and that an appropriate bulletin be issued pointing out the necessity for constantly being alert to the need to properly maintain such liaison so that cases will be referred and will be handled.

SUGGESTION

Emphasis has been placed, in the recent past, on the Criminal Informant Program which has led to the development of additional sources of potential Bureau work. Each Special Agent in Charge should be instructed that material furnished by informants relative to violations must be thoroughly exploited and followed through to completion.

RECOMMENDATION

Favorable. This should be included in a bulletin again restating the necessity for carrying out this program to its completion.

Memorandum for the Director

SUGGESTION

The field is to be instructed to personally contact U. S. Attorneys and point out the Bureau's jurisdiction in Ascertaining Financial Ability matters and assistance the Bureau can render.

RECOMMENDATION

Unfavorable. This is not deemed to be desirable at this time.

SUGGESTION

A noticeable trend has been discerned in the disregard on the part of many subjects, suspects and witnesses in Bureau cases to stick to the truth. Action should be taken where appropriate circumstances exist to therefore develop Perjury cases.

RECOMMENDATION

Favorable in that instructions should be issued that the field should be constantly alert during the course of the presentation of Bureau cases to point out to U. S. Attorneys perjurious statements so that additional process may be filed against subjects. This could result in additional statistical accomplishments without any appreciable additional effort.

SUGGESTION

That we point out to the field that in situations where Agents have been, through circumstances, required to resist force with force during the course of apprehension of fugitives wanted, that we immediately follow through with the filing of process in connection with these assaults, this process to be filed in addition to the process which may be outstanding.

RECOMMENDATION

Favorable. This will be incorporated in a bulletin re-emphasizing this matter to the field.

SUGGESTION

That the more experienced Agents in each field office be called in by the Special Agents in Charge at the earliest opportunity and that the Special Agent in Charge personally take up with these more experienced Agents the need for developing more cases and maintaining the accomplishments in our criminal investigations. This can be handled on an oral basis with these older Agents and the older Agents, in turn, can set the way for the newer and less experienced men in the area.

Memorandum for the Director

RECOMMENDATION

Favorable. Instructions will be issued along these lines.

SUGGESTION

That the field offices continue to be advised of the delinquency in the handling of the various criminal matters so that the field will have been brought to its attention the increasing delinquency in the handling of criminal matters and the need to properly apportion the personnel to the assignment of criminal matters in order that our accomplishments will be maintained at a standard at least equal to that which has previously been obtained.

SUGGESTION

That the bulletin also restate current instructions issued in connection with the need to maintain our accomplishments and that this be done through calling attention very briefly to the most important letters which have gone forward on this subject; namely:

- SAC Letter No. 66, dated 9/8/50, relating to accomplishments of criminal cases.
- SAC Letter No. 59, dated 8/22/50, relating to Theft From Interstate Shipment matters.
- SAC Letter No. 53, dated 8/3/50, relating to Impersonation and Illegal Wearing of Uniform matters.
- SAC Letter No. 70, dated 9/26/50, relating to Theft of Government Property matters.
- Bureau Bulletin No. 54, dated 10/6/50, relating to Fugitive matters.
- SAC Letter No. 70, dated 9/26/50, relating to White Slave Traffic Act matters.

RECOMMENDATION

Favorable as to the re-emphasizing of the aforementioned instructions in order to adequately cover these violations.

SUGGESTION

The Federal Tort Claims Act which was approved by the President on August 2, 1946, permitted the U. S. Government to be sued in tort. This statute provided that the head of each Federal agency could settle any claim against the Government which did not exceed \$1,000. At the urgent request of the Department, the Bureau agreed to investigate all claims or potential claims in excess of \$1,000. A considerable number of cases could be received if the Bureau's limitation figure of \$1,000 were reduced to \$250.00.

RECOMMENDATION

Unfavorable. It was not deemed desirable to reduce the present figure and in addition this work takes time and does not represent a quick turnover.

Memorandum for the Director

SUGGESTION

That arrangements be perfected with the Claims Division to refer matters for investigation where the agency primarily interested has no investigative service.

RECOMMENDATION

Unfavorable. This is unproductive work and we have constantly maintained the position that we would not run errands for other agencies.

SUGGESTION

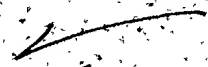
That there be an acceptance of Federal Housing Administration and Public Housing Administration fraud cases on a selective basis.

RECOMMENDATION

Unfavorable. That there be no relaxation of our present rules to accept only those which the Department insists we handle. These are on a highly selective basis.

Those in attendance at the Executives Conference today and who unanimously recommended the above action were Messrs. Ladd, Quinn Tamm for Tracy, Laughlin for Belmont, Sizoo, McGuire for Nichols, Mohr, Harbo, Glavin, Clegg and Rosen.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

11-1-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5 CJB

The Executives Conference on 10-31-50, with Messrs. Tolson, Ladd, L.L. Laughlin (for Belmont), J. A. Sizoo, J. J. McGuire (for Nichols), Rosen, Mohr, Harbo, Tracy, Glavin, and Glegg present, considered the inquiry of Professor A. F. Brandstatter, Head of the Department of Police Administration, Michigan State College, concerning the bringing of some German police officials who are studying at Michigan State College to the Bureau for a tour. The Bureau has in the past permitted the Detroit Office to participate in the training program by discussing the Bureau's work and jurisdiction, and at the request of Professor Brandstatter, whose personal and official attitude has always been very friendly and cordial, a previous group of German police officials made a tour of the Bureau some months ago. He has another class of German police officers presently at Michigan State College taking a similar course of training which is being put on at the request of the State Department. The present class will make a tour of a number of police agencies, including Detroit and Greenwich, Connecticut, and they will also come to Washington, D. C. and be here on November 9, 1950, at which time they will request a visit to the offices of the FBI.

Michigan State College is planning to accept additional groups of German police officers for similar training at later dates and in response to a letter from Professor Brandstatter, the Bureau advised him we would be unable to assist in training those subsequent groups who are sent to the United States as part of the reorientation program of the State Department. He advises now that the recent Subversive Activities Control Bill, according to State Department interpretation, will prevent there being future programs until the Bill is clarified because the Germans, obviously former Nazis, could not enter the United States in the future.

EXECUTIVES CONFERENCE RECOMMENDATION:

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EX - 75

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As to the class presently here, the Executives Conference recommended that Professor Brandstatter be written advising that we will provide a tour of the offices of the FBI while they are in Washington on November 9, 1950, since this sort of tour would be provided to the general public if they called at the Bureau. A letter for this purpose is attached, if approved.

Respectfully,
For the Conference

Clyde Tolson

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Attachment

cc - Mr. Ladd

Mr. Glegg

HUC:DMC

13 1950

THE DIRECTOR

October 27, 1950

THE EXECUTIVES CONFERENCE

"CENTRAL LIST OF 100"
ON MAJOR RACKETEERS AND CRIMINALS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/91 BY SP-5 CIP/px

PURPOSE

To advise you the action being taken to set up a central list of 100 major racketeers and criminals as approved by the Director.

DETAILS

(a) Agencies to be contacted:

The recommendation as approved was that this central file is to be set up on the basis of recommendations received from the criminal investigative agencies of the Federal Government.

The following agencies will be contacted in this regard:

Immigration and Naturalization Service
U. S. Secret Service
Bureau of Narcotics
Bureau of Customs
Bureau of Internal Revenue
Alcohol Tax Unit
Post Office Inspectors

(b) Procedure:

(1) Each of the above agencies will be requested to submit a list of not more than 15 names listed in order of their importance to that agency.

(2) Each agency will be requested to furnish as soon as possible for incorporation into this central file all of the information available to them on the names submitted by them.

(3) From the several lists submitted and from data contained in Crime Survey Reports, a list of approximately 100 most prominent criminals and gangsters will be prepared.

(4) As information is currently received pertaining to an individual whose name was submitted by a particular

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Attachment

cc-Mr. Mohr

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Memorandum for Mr. Ladd

agency, it will be channeled out to that agency. This will, of course, include information developed in our Crime Survey Program. It will be necessary that this material be appropriately phrased in order to conceal informants and sources of information and to point out that information which has not been corroborated.

- (5) As soon as this list is compiled, the field divisions will be advised of the names thereon in order that these individuals can be given particular attention in the Crime Survey reports.
- (6) In addition, the necessary stops will be placed in the Identification and Records Divisions in order that any information reflecting activity on the part of these figures will be immediately brought to the attention of the desk handling this matter.
- (7) Files and indices as recommended in the Executives Conference memorandum will be set up.

(c) Extent of Top Ranking Criminals and Gangsters File:

Contributing agencies will undoubtedly attempt to expand this list. In view of the fact that it has been authorized to include approximately 100 figures, it will be held as nearly as possible to that number. To allow this list to expand would place an unwarranted burden on the Bureau.

This list will be made up solely of those names contributed by the Federal investigative agencies listed above in Section (a). It is not contemplated that the Bureau will place any names on this list at this time.

(d) Personnel:

In order to expedite this program, I am designating SA G. Lawrence Keller, presently assigned to this Division, to handle the supervisory work. The matters on the Fugitive Desk to which SA Keller has heretofore been assigned will be handled by the remaining personnel of the Fugitive Desk for a period of sixty days; after which time a recommendation will be submitted as to whether a replacement is needed on the Fugitive Desk.

ACTION TAKEN:

- (a) A sample letter is attached hereto which, if approved, will be forwarded to all Federal investigative agencies, requesting they submit names for inclusion in making up this list.

Memorandum for Mr. Ladd

(b) This memorandum is being forwarded to the Administrative Division in order to obtain the assignment of a clerk to assist in this project.

(c) The proposed letters will then be delivered to the respective agency heads by Special Messenger.

RECOMMENDATION

This plan was submitted to the Executives Conference for its consideration. Those in attendance were Messrs. Tolson, McGuire for Nichols, Laughlin for Belmont, Mohr, Sizoo, Glavin, Harbo, Tracy, Clegg, Ladd and Rosen.

Messrs. Tracy, Laughlin, Ladd and Rosen were in favor of the proposal.

Messrs. Tolson, Glavin, Mohr, Harbo, Clegg, Sizoo, and McGuire were opposed, for the reason that they believe the plan does not offer any service which cannot at the present time be obtained. They pointed out that stops can be placed in the Identification Division by any agency under our present rules. If an outside agency desires a name check they can obtain any information in our files by requesting such a name check. The only additional factor to be considered is that we would be maintaining a list of 100 names on major racketeers and criminals and the maintenance of such a list would be known to the contributing agencies and in time it probably would be publicized.

Respectfully,
For the Conference

Clyde Tolson

*In view of tremendous
pressure of more urgent
matters at this time I believe
this project should be de-
ferred.*
H

ROUGH DRAFT OF LETTER TO FEDERAL INVESTIGATIVE AGENCIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5 GPK

Dear _____:

The Federal Bureau of Investigation is establishing and will maintain a procedure for the purpose of bringing to the attention of all Federal investigative agencies who may wish to cooperate, information received in the future by the FBI, relating to notorious criminals or gangsters.

In furtherance of this program, please furnish the names of approximately fifteen individuals in the order of their importance whom you classify as being of major interest to your service.

Having selected these individuals, it will be appreciated if you will furnish a summary of available information concerning their background, past and present criminal activities, legitimate business interests, if any, and any other information which you feel may be of interest and which would bear upon the illegal activities of the person involved. Obviously, some may ostensibly be engaged in legitimate pursuits and may not have a current criminal record. On the other hand, it is possible the individuals may be notoriously accepted as racketeers and gangsters who are

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known to be engaged in extensive underworld activities. Whatever their background, it will be helpful to have that of each as a matter of record for the purpose of correlating all pertinent available data which may bear upon or relate directly or indirectly to the activities of these people.

You may be interested to know that we have directed a similar communication to each of the following agencies:

(See the attached list)

An arbitrary number of fifteen persons of major interest to your agency has been indicated as a starting basis upon which to initiate the program. It is expected the list will be maintained on a continuing, current basis. Of course, changes can be made in the program outlined herein in the event the occasion may arise in the future.

Upon the receipt of information from your service, you will immediately be furnished with such information as may be currently received, concerning the individuals named.

Sincerely yours,

John Edgar Hoover
Director

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THE DIRECTOR

11/1/50

EXECUTIVES CONFERENCE

FLORIDA PEACE OFFICERS ASSOCIATION

ALL INFORMATION CONTAINED
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DATE 7/24/91 BY SP-SCI/BM

On 11/9/49, the Bureau instructed that the FBI personnel who were members of the Florida Peace Officers Association should not renew their current memberships, and that all memberships should be terminated not later than July, 1950. This was done.

The reason for this action was the fact that Virgil Stuart, Secretary-Treasurer of this Association, was actively engaged in soliciting funds from various police departments to assist in the defense of certain law enforcement officers who were at that time under indictment for civil rights violations. He claimed to have full authority of the Association and represented himself as acting for the Association. The President of the Association at that time was personally opposed to the solicitation but no official action was taken by him. The name of the then President was Leo Brooker. Brooker also advised that the action of the Secretary-Treasurer was not approved by the Board of Directors or by the Association itself, and that approval by either the Board of Directors or the Association in convention assembled was required before the Secretary-Treasurer could act in behalf of the Association.

The Secretary-Treasurer, Stuart, advised that the Association itself had contributed no funds, nor had they appropriated any funds, but he claimed authority to solicit the contributions. At a subsequent meeting of the Board of Directors, there was much wrangling and argument, and a majority of the Directors felt that since the Association would help other types of defendants in suits and criminal actions where the case is believed by the members to be meritorious they felt it would be unfair and discriminatory to exclude civil rights defendants. The then-existing policy of the Association was, in effect, that it was incumbent on the Board of Directors to conduct a preliminary inquiry to determine whether the case is a meritorious one and deserves the Association coming to the defense of the defendant; if so, and if the Board of Directors so decides, the Association will assist in the defense, financially and otherwise. The President and other officers claimed this was a face-saving gesture, and that the Association officially had not and would not give such assistance.

In view of the fact that the policy adopted by the Board of Directors for such investigation and assistance includes civil rights

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cc: Mr. Clegg
Mr. Mohr

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defendants among the group who could be assisted financially if they desired to do so, the Bureau personnel did withdraw or did not renew their memberships so that all memberships terminated on or before July 1, 1950.

Recent Action:

The present President of the Florida Peace Officers Association is Lieutenant Richard Allshire. He advised a Special Agent that the Association "went off half-cocked in the beginning concerning Civil Rights investigations and that some of the men apparently were not headed and did not know the facts." He stated that the policy of the Association is now strictly hands off in civil rights investigations conducted by the Bureau, and that the Association would not contribute any funds toward the defense of a subject of any civil rights case. He advised that the Association would conduct its own investigation and determine the true facts where it is alleged or where there is a definite indication that some individual is trying to frame a police officer.

Lieutenant Allshire publicly stated at the meeting of the Association on October 4, 1950, that the Florida Peace Officers Association would have nothing to do with the investigation of the civil rights case involving [redacted] of the Boynton Beach Police Department, and that the Association did not desire to hear anything further concerning the case.

President Allshire stated that he would like very much to have FBI Agents back in the Association and to attend all meetings, including meetings of the Board of Directors.

Bulet of 8/25/50 to the Miami Office indicates that Richard H. Allshire, Lieutenant of Police, West Palm Beach, Florida, is a close friend of [redacted] and that [redacted] has an unsavory reputation and a criminal record. The Bureau declined to forward a photograph of the Director to Allshire.

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EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 10/27/50, consisting of Messrs. Tolson, Laughlin, McGuire, Sizoo, Ladd, Mohr, Harbo, Tracy, Glavin and Clegg, considered this matter.

In view of the recent information furnished by the Miami Office as to comments by the President of the Association, and in view of the fact that 3 FBI National Academy Graduates from Florida, and now Special Agent Employees, are members of the Florida Peace Officers Association, they being Orris Beynon, Rupert G. Zeigler and [redacted] the Conference felt that the pronouncement by the President, either in his official capacity or personally, was not enough to revoke any official action previously taken by the Association. It was felt that if there is a change of policy, as the President of the Association indicated, it should be confirmed by action of the Board

of Directors or by the convention itself.

It was recommended that the attached letter be sent to the Miami Office, copy to the Mobile Office, inquiring as to the official attitude and policy of the Association; and until this matter is clarified, it was felt that the 3 Special Agent Employees who are members of that Association should remain in their present status until we hear from the Miami Office concerning the official policy or contemplated early action. Based upon the decision and reply from the Miami Office, this matter will be considered further.

Respectfully,
For the Conference

Jaguel
Clyde Tolson

THE DIRECTOR

~~CONFIDENTIAL~~

October 31, 1950

7/24/91

Classified by SP-5 CIP/MS

Declassify on: OADR
Info classified per OGA let dated 12/15/05 ECH
7/17/05

ALL INFORMATION CONTAINED
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DATE 11-15-02 BY 10421/152

The EXECUTIVES' CONFERENCE

At a meeting of the Executives' Conference on October 31, 1950, attended by Messrs. Tolson, Clegg, Harbo, Mohr, Laughlin, Sizoo, McGuire, Tracy, Rosen, Glavin and Ladd, the question of the Bureau's participation with OSI of the Air Force in developing stay-behind Agents and Agents for use in an escape and evasion route in the event of an invasion of Alaska, was discussed.

Referral/Consult

The Conference was advised that this matter had been originally instigated by A-2 of the Air Force [redacted]

[redacted] The Conference was advised that this was called to the attention of the IIC and that at the meeting on June 8, 1950, you advised the IIC that the plan contemplated the selection, training and equipping of selected U. S. citizens who were long-established residents of that section of Alaska for which they would be expected to provide coverage and that you had pointed out to the IIC that the OSI and FBI informant coverage existing today in Alaska could be trained in detail along the lines needed in the instant proposal and that such informant networks could be turned over to the Commanding General for operation if and when such emergency in Alaska is encountered.

This matter was further considered at the July 6, 1950, meeting of the IIC, at which time the Air Force was instructed to advise the Bureau when they sent their instructions to the Joint Commander in Alaska in order that the FBI might issue appropriate instructions to its Alaska office, and was again discussed at the meeting on September 7, 1950.

The Conference was advised that their views were desired as to whether the Bureau should continue its participation in this program. It was pointed out that this placed dual responsibility; that when the program is placed in effect, namely, following an invasion, the control of the program would pass to the Military; that if the program goes badly, the FBI could be accused of failure; and if it works, the Military would get credit.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

DML:dad

cc - Mr. Clegg
Mr. Mohr

~~CONFIDENTIAL~~

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~~CONFIDENTIAL~~

Referral/Consult

I went over the objections raised in Mr. Glegg's memorandum to Mr. Tolson with reference to this program and pointed out that the Bureau had originally forced [redacted] of this picture and had at the intelligence conference agreed to take it over. It was also pointed out to the conference that this would appear to be an intelligence operation and as such, should be handled by the Bureau. Further, that the Delimitations Agreement forbids the Military Agencies from developing informants in the civilian population, that either [redacted] or the Military would have to develop such informants in Alaska if the Bureau did not handle this intelligence function. (A) 4

It was pointed out that Alaska is no different from the rest of the United States; that in the event of an invasion of California or New York or any other portion of the United States, that this problem would also arise and that the development of informants within the civilian population was a function for the FBI even though their job would not require them to function until after an invasion.

Messrs. [redacted], Glegg, Harbo and Mohr were opposed to the Bureau's participation with OSI in the stay-behind Agents and escape and evasion Agent program. They felt that the Bureau should merely advise the Air Force by furnishing the names of individuals whom they might contact for the purpose of developing informants for use in this program and possibly furnishing an instructor to help train any such informants developed by OSI in subjects which the Bureau would normally handle in a training school.

Messrs. Glavin, Tracy, Rosen, McGuire, Sizoo, Laughlin, and Ladd recommended that we continue to participate with OSI in the development of this program and in this connection they indicated that in the event the Bureau stays in this program it should be carefully reviewed and a program drafted for the development of the existing OSI and FBI informant coverage in order that they might be properly trained in detail with the ultimate idea that they would be turned over to the Air Force in the event of any invasion of Alaska.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

While this seems to be 95% military operations our prior commitments are such that I believe we will have to go along with it - 11-1

Respectfully,

For the Conference

I concur most reluctantly - we must really see that our of it is complete & adequately developed & [redacted] - H.

THE DIRECTOR

10-30-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 51C

EMPLOYEE: ASAC JOSEPH F. SANTOLAM, JR.
NEW HAVEN OFFICE

SECURITY INDEX - RECOMMENDATIONS FOR

72264

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. E. McKee
E. Scheidt

Executive
Conference

SUGGESTION: That the Bureau in handling Security cases make no investigation beyond obtaining proof that the subject is presently a member of the Communist Party and including information concerning the subject's residence, employment, description and photograph. In support of the suggestion, it is stated that almost all of the present members of the Communist Party should be on the Security Index list. The purpose of the suggestion is to reduce the investigative time required in the Field and increase in the shortest time possible the number of individuals represented in the Bureau's Security Index.

The Bureau does not know at present the amount of proof or evidence which will be required by hearing boards for internment and, accordingly, it is felt that investigations of Security Index subjects should be thorough and complete. In addition to showing membership, information as to the extent of the subject's activities should be reflected. The Bureau should be in a position to show the individual's relative dangerousness. It should know whether he has had military training and should be aware of his citizenship status.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5 CJP/ST

RECORDED - 95

166-2584-82 22
RECORDED
75 NOV 13 1950

INITIALS ON ORIGINAL

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc - Mr. Mohr
Mr. Clegg

65 NOV 22 1950

ORIGINAL COPY FILED IN

THE DIRECTOR

11/6/50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 565
EMPLOYEE: SA NERVIN G. O'NEILL
SPRINGFIELD OFFICE
TELETYPES IN FUGITIVE CASES

72263

Executive

Conference

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scholdt

SUGGESTION:

That when a set of fingerprints is received by the Identification Division indicating that a Bureau fugitive may be in the custody of some law enforcement agency, the Bureau in the future not only direct a teletype to the office of origin advising from what agency and the date the prints of the subject were received, but also direct a teletype to the office covering the place from which the fingerprints were received. This suggestion is offered so that immediate steps can be taken by the latter office to insure that the subject remains in the custody of such law enforcement agency pending receipt of background information from the office of origin.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is the responsibility of the office of origin, upon receipt of such a teletype, to take immediate steps to notify the auxiliary office of the action desired. The sending of an additional teletype to the auxiliary office will only result in the auxiliary office making an inquiry of the office of origin as to what action is desired, inasmuch as it would be necessary for the auxiliary office to have this information before taking any action with regard to the subject. It is possible that the process might have been dismissed, or for some reason no action might be required by the auxiliary office. Consequently, the adoption of this suggestion would result in a duplication of effort and additional expense.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/91 BY SP-5C/10166-2554-8223

cc: Mr. Clegg
Mr. Mohr

ES:dgh

dgh

2 JAN 17 1951

ALL COPY FILED IN

THE DIRECTOR

11/1/50

JOINT COMMITTEE

SUGGESTION NO. 630
EMPLOYEE: ASAC J. E. MILNES
SALT LAKE CITY
LEASED LINE RELAY SYSTEM

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/24/97 BY SP-5C/BTH

Executive Conf.

SUGGESTION:

It is the practice in the Salt Lake City Office in forwarding teletypes from that office either to the Bureau or a number of Eastern offices to forward the teletype message to the relay station at Los Angeles for transmittal to the Bureau and then to the indicated offices. Employee also points out that it is the practice of the Butte, Portland and Seattle Offices to forward their teletypes for the Bureau and Eastern offices to the San Francisco Office for relay.

The suggestion is that a savings could be effected when the Salt Lake City Office is sending conference teletypes of this type and to the San Francisco Office, where the Los Angeles Office is not included in the conference, by sending the message only to the San Francisco Office for relay, thus saving some expense in transmitting what he believed to be unnecessary teletypes.

JOINT COMMITTEE CONSIDERATION:

This matter was discussed with Mr. L. R. McCoy of the Communications Section, who advised that the present system of relay is adjusted to the work load, and this suggestion would provide an unbalanced situation with an overload on the San Francisco lines. Further, this would require additional administration, a new set of message numbers, more control records and files, and any speculative savings in the first place would be at least offset by the additional administrative costs. He does not believe that there would be any real savings involved anyway due to the Bureau conference system of transmitting communications.

RECOMMENDATION: Unanimously unfavorable

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc: Mr. Clegg
Mr. Mohr

RECORDED - 95

166-2554-8224
NOT RECORDED

75 NOV 13 1950

INITIALS ON ORIGINAL

62 FEB 24 1951

ORIGINAL COPY FILED IN 166-2554-8224

THE DIRECTOR

11/6/50

JOINT COMMITTEE

SUGGESTION NO. 561

EMPLOYEE: SAC R. B. HOOD

LOS ANGELES

SOURCE OF INFORMATION CARDS.

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg

R. T. Harbo

S. K. McKee

E. Scheidt

Executive Conference

SUGGESTION:

That whenever a source of information card is removed from the source of information file due to the discontinuance of the source of information, that it be placed in the main office indices. It was pointed out that this would provide a permanent record regarding this particular source of information, the name of the Agent who developed the source and other pertinent data.

In connection with this suggestion, it was further recommended that when the source of information card was placed in the indices, the original index card could then be destroyed. This index card was prepared at the time the source of information was developed in order that there would be a record in the indices pertaining to sources of information.

In favor of the suggestion, it was argued that at present when a source of information is cancelled, there is no record in the office of the individual concerned except in the indices which shows only that he was a source of information; and if he was exceptionally valuable or if there is any inquiry from another office, at a later date, concerning this individual it would not be possible to furnish any detailed information regarding his services as a source of information, and it might well be that he is dropped because of some derogatory information of a personal nature that was learned concerning him.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable

RECORDED

As pointed out in the suggestion, there is already a card in the general indices reflecting that the individual in question was a source of information. If anything of a specific derogatory nature or of an unusual character had arisen concerning him, this would be reflected in office memoranda or correspondence. This information would be available for future reference. It is felt that the time and effort which would be required in the refiling of these cards would not be justifiable.

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc: Mr. Clegg

Mr. Harbo

65 FEB 20 1951

ES: dgh

ORIGINAL COPY FILED IN

THE DIRECTOR

10-31-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

EMPLOYEE: MISS [REDACTED]

b6
b7C

DALLAS OFFICE

DESERTER CASES - USE OF FORM LETTER WHEN
CLOSING CASES

72262

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. E. LeLee
E. Scheidt

Executive
Conference

SUGGESTION:

At the present time a closing report is required by the office of origin in all Deserter cases, which is the general rule in submitting investigative reports. When a Deserter has been apprehended by an auxiliary office, a report containing information concerning the apprehension is submitted by the auxiliary office.

The suggestion is that in such instances the office of origin employ a form letter to close the case rather than submit an investigative report.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee was unanimously unfavorable on the ground that closing investigative reports in this type of instance would be very brief and would involve substantially no more typing than the form letter. Also, there would be a disadvantage to having a special rule and a special form for this one type of case.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/91 BY SP-5 CIB/MT

RECORDED - 2

166-2584-8226

RECORDED
75 NOV 13 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc-Mr. Mohr
Mr. Clegg

50 JAN 7 1951

ORIGINAL COPY FILED IN 66-13300-42-798

THE DIRECTOR

10-31-50

JOINT COMMITTEE

b6
b7c

SAVINGS: None
AWARD: None

SUGGESTION NO. 521

EMPLOYEE: MISS [REDACTED]

DALLAS OFFICE

DESERTER CASES - ELIMINATION OF ARMED FORCES
SERIAL NUMBER AS PART OF TITLE IN TELETYPES

72261

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Executive
Conference

SUGGESTION: At present all Bureau communications pertaining to
Deserter fugitives must include the Armed Forces
serial number as part of the title. The suggestion
is that the Field be advised that this is not
necessary in telegraphic communications if the
receiving division has prior information on the case
including the serial number. The objective of this
suggestion is to reduce communications costs.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee was unanimously unfavorable on
the ground that the serial number is essential to
properly identifying the case, especially in instances
involving common names. If adopted, the suggestion
would probably result in confusion and errors in
Bureau files.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5C/DMP

RECORDED - 28

66-2554-8227
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75 NOV 13 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
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Tracy _____
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Gandy _____

cc-Mr. Mohr
Mr. Clegg

RTM:DLG

51 FEB 23 1951

RECEIVED

15 43 51

REC'D-1073013 OFFICE

OK R
RD

ORIGINAL COPY FILED IN

THE DIRECTOR

11/7/50

EXECUTIVES CONFERENCE

ILLINOIS STATE POLICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/27/93 BY SP-5C/DW

The Executives Conference on 11/6/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, McGuire, Sizoo and F. H. McIntire, considered two inquiries by SAC Poster, Springfield, in a telephone conversation with Mr. K. R. McIntire of the Training and Inspection Division.

Mr. Poster asked (1) will the Bureau accept applications for members of the Illinois State Police to attend the FBI National Academy? and (2) Will the Bureau authorize him to speak at a forthcoming command school of the Illinois State Police on the subject of "Communism?"

BACKGROUND

In 1949, Frank Kreml was engaged to screen employees of the Illinois State Police. Due to his connection, the Bureau issued instructions that we would not participate in the training program of this agency. Subsequently, a merit board for the State Police was appointed, and former Special Agent Duane Traynor was employed as technical advisor. Kreml's services were thereafter terminated and his recommendations scrapped. A request was received from Mr. Traynor for the Bureau to participate in the department's training program. This request was declined, and the SAC was instructed to solicit no applications from this agency for the National Academy.

In February, 1950, Thomas O'Donnell, a former Captain of the Chicago PD, was designated Acting Chief of the Illinois State Police. O'Donnell is reported to have an excellent reputation and has been cooperative and friendly toward the Bureau.

The Bureau recently approved the use of the Illinois State Police to handle investigative work in rural areas. Mr. Poster anticipates inquiries from this department relative to their members attending the National Academy, and therefore would like to know the Bureau's attitude in this regard. He states that he can easily sidestep the issue if necessary, or could arrange in the course of time for the entire chain of command of the Illinois State Police to attend the Academy. He believes it would be to the Bureau's advantage to have members attend the Academy and so recommends. He has received a request to speak at a forthcoming command school of the Illinois State Police on the subject of "Communism."

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc: Mr. Clegg
Mr. Mohr

Attachment
THMc:dg

RECORDED - 80

NOV 14 1950

Law did not come to
approve this?

24

msy

EXECUTIVES CONFERENCE CONSIDERATION:

1. In view of the forthcoming elections, the Executives Conference unanimously recommends that no members of the Illinois State Police be accepted for attendance at the FBI National Academy at this time, since a change in the administration in Illinois might easily change a great number of the personnel of the Illinois State Police. *Jcmw*

2. The Executives Conference unanimously recommends that SAC Poster be authorized to discuss the subject "Communism" before the forthcoming command school of the Illinois State Police, provided the meeting is a closed meeting, and provided the discussion is limited in content to information furnished the Field by the Bureau in Section (K) of SAC Letter No. 69, dated September 22, 1950.

If you concur in the above recommendations, there is attached an appropriate letter to SAC Poster.

Respectfully,
For the Conference

4
Clyde Tolson

10/31/50

SUGGESTION NO. 529

SAVINGS: None
AWARD: None

NOTICE SLIP, FD-4

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

72260

0 EXECUTIVE CONFERENCE E. Scheidt

SUGGESTION: That the routing slip, Form FD-2, be altered in order to have added thereto the words "Index serials _____", which would serve as instructions to be sent to the Chief Clerk's Office to have items in a serial indexed.

JOINT COMMITTEE CONSIDERATION:

It is believed that this is unnecessary since it is the practice when it is desired that items be indexed in a letter, report or other serial, that the Agent underlines such names or organizations with a red pencil, and this is an automatic signal for additional indexing. Thus, the routing slip for this purpose is unnecessary.

RECOMMENDATION: Unfavorable

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/91 BY SP-5

ORIGINAL FILE

NOT RECORDED
142 NOV 11 1950

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cc: Mr. Clegg
Mr. Egan

DEC:ent

John

THE DIRECTOR

11-4-50

JOINT COMMITTEE

b6
b7C

SAVINGS: None
AWARD: None

SUGGESTION NO. 553

EMPLOYEE: MRS. [REDACTED]

ALBUQUERQUE OFFICE

FORM FD-73 (AUTOMOBILE MILEAGE CARD) -

RE PRINTING ON BOTH SIDES TO PERMIT MORE ENTRIES

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/91 BY SP-5 CJB/K

SUGGESTION:

That Forms FD-73 (Automobile Mileage Cards) be printed on both sides of the card in order to permit more entries on one card, curtail supply needs and storage space for these cards for the period of one year during which they must be retained.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee was unanimously of the opinion that this suggestion should be adopted for the reasons stated in the suggestion when next a supply of the form is printed.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee.
Messrs. Tolson, Glavin, Tracy, Mohr, Sizoo, McIntire, McGuire, Hargett, Laughlin, Harbo, on 11/8/50.

Respectfully,
For the Conference

Clyde Tolson.

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc - Mr. Mohr
Mr. Clegg

51 NOV 15 1950

SJK:DLG

RECORDED - 102

EX-89

NOV 14 1950

RH

THE DIRECTOR

11/7/50

EXECUTIVES CONFERENCE

MAINTENANCE OF FIREARMS - AGENTS' DESKS

Section 6P (16) of the Manual of Rules and Regulations states in part that a Special Agent may keep in his desk an approved or official side arm with not over 50 rounds of ammunition (the desk to be locked at such times).

This instruction implies that a desk must be locked if either ammunition or a side arm is maintained in the desk. SAC Sloan, Quantico, has observed that the reason for locking the desk is for the safety of the Bureau personnel, that is to prevent some unauthorized person from getting a gun out of a Bureau desk and thereafter harming himself, Bureau personnel or others. Mr. Sloan points out that the mere maintenance of ammunition in a desk does not create such a hazard, and therefore recommends that the Manual be altered to state that an unattended desk must be locked any time a gun is left therein, but that it is not required that an unattended desk be locked when it contains ammunition.

The Executives Conference on 11/6/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, McGuire, Sizoo and F. H. McIntire, unanimously recommended that this change in regulations be made.

If you concur, appropriate Manual changes will be made.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/91 BY SP-5 CBT/BJP

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

FHM: dgh

RECORDED 102

66-2554-8230
NOV 14 1950

NOV 15 1950

The Director

November 7, 1950

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5 CPH

The Executives Conference considered the suggestion of Special Agent Fred J. Bassett who is presently in New Agent's Training School and who was formerly Chief of Police at Livingston, Montana, that in the future three holes be punched in the side of each issue of the FBI Law Enforcement Bulletin so that the Bulletins would fit into a standard loose-leaf binder.

The Conference was advised that the Government Printing Office has stated it would cost approximately \$50 a month to punch the 24,000 copies of the Bulletin we have printed each month or approximately \$600 a year. The operation is relatively simple and would take one extra day's time at the Government Printing Office to get the Bulletins back to the Bureau.

Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Belmont, Mr. Hargett and Mr. Sizoo were of the opinion that the \$600 a year extra cost out of the Bureau's appropriation would not be justified. Mr. Tracy also recommended that a separate article be run in the Law Enforcement Bulletin pointing out the advantages of local law enforcement agencies maintaining permanent copies of the Bulletins they receive.

Mr. McGuire and Mr. McIntire recommended the adoption of the suggestion on the basis that punching holes in the Law Enforcement Bulletin would encourage local police departments to maintain copies of the Bulletin and that it would make back issues of the Bulletin readily available to the members of the departments.

A copy of the November issue of the Bulletin is attached showing how it appears at the present time and an additional copy is also attached showing how it appears with the three holes punched in the bound edge of the Bulletin.

Should the majority view be approved, Special Agent Bassett will be advised of the consideration given to his suggestion and the reasons why it has not been adopted.

Respectfully,
For the Conference

RECORDED - 90

Clyde Tolson

NOV 14 1950

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc: Mr. Mohr
cc: Mr. Clegg

JJM:mb

NOV 14 1950

I think we might
well adopt the
suggestion

The Director

October 28, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/2/91 BY SP-5CJ/pmr

The Executives Conference of October 27, 1950, consisting of Messrs. Tolson, Laughlin for Belmont, McGuire for Nichols, Sizoo, Clegg, Ladd, Mohr, Harbo, Tracy and Glavin, was advised that the problem of Christmas leave has come up, inquiries being received from employees at the Seat of Government as to what the Bureau's procedure on Christmas leave would be this year.

The Conference was advised that last year and in the previous years, in the event an employee had not received his or her annual leave during the year, that leave was approved for such employees over both holidays, that is, the extended leave would include both Christmas and New Years.

In the event the employees had previously had extended leave during the year, approval was given for leave over one of the holidays, either Christmas or New Years, and that no leave was approved over both holidays unless the SAC or Assistant Director determined that such leave could be granted in view of the fact that requests for leave in the particular division or field office were limited.

The Conference recommended that the same policy followed by the Bureau in the past should be followed this year. Further, the Conference recommended that in advising the field concerning this particular matter, the field should also be advised as to whether Saturday, December 23, 1950, and Saturday, December 30, 1950, would be considered work days. It is pointed out that the Director approved the Executives Conference memorandum of October 31, 1950, indicating that Saturday, December 23, 1950, would not be considered a work day; however, December 30 would.

Subject to the Director's approval, there is attached hereto an appropriate SAC letter concerning this matter.

Respectfully,
For the Conference

Clyde Tolson

NOV 14 1950
37

CC: Mr. H. H. Clegg
Mr. Mohr

URG: VH

Attachment
51 NOV 15 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

THE DIRECTOR

11/7/50

EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO
WASHINGTON STATE PATROL
POLICE INTERNAL SECURITY SQUADS
SEATTLE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5CJ/bv

The Executives Conference on 11/6/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, McGuire, Sizoo and F. H. McIntire, considered the recommendation of SAC Wilcox, Seattle, that the Washington State Patrol be approved for assignment of investigative cases.

This organization has worked very closely with the University of Washington, Washington State College, the State Department of Vocational Education and Gordon Sheehe in connection with police training activities in the State of Washington. Mr. James A. Pryde is head of this agency and is an active supporter of the Northwestern Traffic School since he believes his troopers should receive training principally in traffic matters. Pryde was elected General Chairman of the State and Provincial Section of the IACP at its recent convention at Colorado Springs. SAC Wilcox has advised that Pryde was approached concerning assistance in the present emergency and has offered his services. Mr. Wilcox states that Pryde is a cold individual and not a cordial Bureau friend; however, he recommended that a letter of congratulations be sent to Pryde concerning his IACP election. Such a letter was forwarded on 10/16/50. SAC Wilcox recommended that the Washington State Patrol be approved for the assignment of cases.

After considering the above information relative to this department, Messrs. Tracy, Harbo, Mohr, Belmont, McGuire and Sizoo voted in favor of the assignment of cases to this department.

Messrs. Tolson, Glavin, Ladd and F. H. McIntire were opposed to the assignment of cases to the Washington State Patrol.

If you concur in the recommendation of the majority of the Conference, there is attached an appropriate letter to SAC Wilcox, Seattle.

Tolson _____
Ladd _____
Belmont _____
Glavin _____
Nichols _____
Clegg _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc: Mr. Clegg
Mr. Mohr

Attachment

FHMc:dgh

I share minority

View

H

Respectfully,
For the Conference

RECORDED - 63

Clyde Tolson

662554
NOV 14 1950

37

NOV 15 1950

8233

WTC

THE DIRECTOR

EXECUTIVES CONFERENCE

11-1-50

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJB

The Executives Conference on 10-27-50, with Messrs. Tolson, L.L. Laughlin (for Belmont), J.J. McGuire (for Nichols), J. A. Sizoo, Ladd, Mohr, Harbo, Tracy, Glavin and Clegg present, considered the question of First Aid training for personnel. The Bureau War Plans call for training 25% of the personnel in First Aid and if the courses were conducted 2 hours a week, it would require 10 weeks to complete the course. If the number of hours each week the class is handled is cut down, the class would be correspondingly longer.

EXECUTIVES CONFERENCE ACTION:

In view of the congestion in work at this time and the necessity of focusing attention on production, the Executives Conference recommended unanimously that this program be postponed and be considered again on March 1, 1951.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

ENC: DHC

RECORDED - 28

INDEXED - 28

66-2554-8234
NOV 14 1950

The Director

November 6, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5C/BMS

The Executives Conference on November 6, 1950, consisting of Mr. Tolson, Mr. Glavin, Mr. Tracy, Mr. Harbo, Mr. Mohr, Mr. Belmont, Mr. Ladd, Mr. Fred McIntire for Mr. Clegg, Mr. J. J. McGuire for Nichols and Mr. Sizoo considered the suggested deferred recording of material in applicant type classifications since this type of Bureau files is maintained outside of the confines of the Records Section until the investigation in the Field has been completed. Upon completion of the Field investigation, all of the material is then returned to the Records Section for complete processing.

Mr. McGuire advised the Conference that a subcommittee consisting of Mr. Harbo, Mr. Sizoo and himself, had determined that to place a Bureau report or letter from a Field Office on deferred recording requires the Records Section upon opening the mail to determine first the classifications of various applicant type mail to be deferred recorded. When this is done, an employee of the Routing Unit takes a stack of reports and letters in the applicant type classifications, pulls off the white abstract slip and on the back of it writes in pencil the name of the Supervisor to whom the material is being sent, together with a notation as to the date and the initials of the clerk handling the deferred recording. Thereafter, the clerk files that abstract slip in the Routing Unit behind the Field Office submitting the report or letter, and in alphabetical sequence according to the name of the applicant under investigation. The clerk then by rubber stamp, stamps the front of the report or letter with a "deferred recording" stamp.

At the present time over 1700 pieces of incoming applicant type reports and letters are being received each day. This is more than 1/3 of the total incoming mail received daily and indicates the volume of applicant type material currently being handled by the Bureau. Since the applicant type investigations are running on average of approximately 60 days delinquent, there is a potential of over 100,000 abstract slips which would be required to be placed on file in the deferred recording unit of the Routing Unit. In addition to the incoming, as these cases are closed the material could be coming back to the Routing Unit to be "undeferred recorded" in approximately the same number. Accordingly, approximately 3,400 pieces of deferred recorded mail would have to be handled in the

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CC: Mr. Clegg
CC: Mr. Mohr
JH:LL:mb

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Routing Unit each day. That would mean 500 pieces of mail an hour or 50 pieces per person per hour. To handle the volume would require ten additional employees in grade 3 on a full-time basis in the event the process of handling applicant type mail on a deferred recording basis is resumed.

The Conference was advised that the practice followed at the present time does provide a record in the Bureau in that the first piece of mail received in each one of these cases is indexed and recorded in the Bureau general indices and this index card stays in the Bureau general indices but the serial itself is physically sent down to the investigative division handling the matter where it, along with all other serials, is held until the investigation is completed. In this manner there is a record in the files showing we have a pending case on the subject matter, and thereafter, all letters, teletypes and reports on the particular case are sent directly to the Supervisor.

In the Investigative Division a 3 x 5 card is maintained by each Supervisor on which is noted the date of the application, the date the application is received, the date the investigation is ordered, the date the teletype summary is due and the date the report is due, and on a separate part of the card, the Supervisor notes the date offices having leads submit teletypes or reports. A duplicate copy of this card is maintained by the clerk in Mr. Callan's section of the Investigative Division which is used as a tickler to follow cases so that there is in the Investigative Division at all times a record made of each report, teletype and letter received from the field in an individual case. When the case is closed the Supervisor checks his folder containing the loose reports and letters against the card to make sure all of the reports and letters are in the folder which have been received from the field. The folder then, with pertinent material in it, is transmitted back to the Records Section for processing. It was pointed out that in returning all of the material on the closed cases at one time the Records Section is able to eliminate searching each piece of mail through the general indices on the basis that the very first piece of mail which opened the case and upon which the index card maintained in the Records Section was made has already been done.

In the Security Division, the Loyalty Section maintains a similar card using in this instance the regular Bureau assignment card form utilized in the Field and here again each Supervisor in the Loyalty Section makes a notation of the various offices having leads and the date when reports and letters are received from those offices. Likewise, each Supervisor checks his folder in the Loyalty Section upon completion of the case to be assured

that all of the material received from the Field is included in the folder before it is sent to the Records Section for complete processing. The card in the Investigative Division is maintained for one year and the tickler card in the Loyalty Section is presently being maintained for several days after the folder has been returned to the Records Section. Mr. Stanley of the Loyalty Section has advised that there would be no problem in maintaining his assignment card on individual cases for a 30-day to 60-day period.

Accordingly, the subcommittee recommended to the Conference and the Conference unanimously approved that the Bureau not handle material in applicant type cases on a deferred recording basis because:

(1) Deferred recording is not the most desirable way of handling Bureau mail. The Committee and the Conference recognized that all mail should be fully recorded and processed as received as being the most desirable way of maintaining Bureau records.

(2) The Deferred Recording process is a wasted motion requiring the Records Section to handle mail twice instead of the one time which would be required under regular processing procedures.

(3) Because of the great volume of applicant type work, the present procedure being followed is considered only as a short cut from the desirable way of fully recording mail. The Conference felt that this short cut is an expedient method, justifiable only by the volume of work being handled. To fully record all of the applicant type material in the Bureau would delay the mail from being received in the Investigative and Security Sections from 2 to 4 days depending upon the size of the report and the number of names to be searched and indexed. The Conference recognized the deadline nature of the applicant type work handled by the Bureau in considering the justifiability of the short-cut handling as are presently giving applicant type mail.

(4) The deferred recording process was further considered undesirable in that there is a record in the Bureau now in the General Indices reflecting the existence of a pending case in either the Security or the Investigative Divisions and in addition, records are kept in both the Security and the Investigative Divisions in the nature of 3 x 5 assignment cards wherein a record of each report and letter received by them on each individual case is made, which record is kept for a year in the Investigative Division and can be kept from 30 to 60 days in the Security Division.

(5) To adopt the deferred recording handling of applicant type mail would require an additional ten persons in the Records Section in Grade 3 at an annual cost of approximately \$32,000 to handle the deferred recording work in this type of case alone, whereas the Records Section urgently needs people now to handle other phases of the work which has been so delinquent as to justify the Bureau to bring Special Agent personnel in from the field to handle it.

The Conference in addition unanimously recommended that the Records Section continue to handle the applicant type material under the expedient short-cut process until March 1, 1951, at which time there be a new re-evaluation of the whole program of handling incoming mail and to ascertain at that time the desirability of once more returning to the program of fully recording in the Records Section all types of mail received in the Bureau.

Respectfully,
For the Conference

Clyde Tolson

- OK
H.
1. I assume no other class of mail will be handled in this exceptional manner.
 2. I note strong opposition to "deferred recording" of any kind - Are we using it now + if it is so undesirable shouldn't we stop it entirely?

H.

THE DIRECTOR

11-3-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 547

EMPLOYEE: SA PHILLIP B. DELLY
ALBUQUERQUE, NEW MEXICO OFFICE
MAINTENANCE OF BUREAU AUTOMOBILES

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
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DATE 8/2/91 BY SP-5CIP/HK

SUGGESTION:

That there be assigned to each Field Office a qualified automobile mechanic who would be intended to handle small repairs, installation and removal of equipment and inspect repair work completed on Bureau automotive equipment. It was also pointed out that should this suggestion be adopted there would be an appreciable financial saving to the Bureau and it would be of great assistance to SACs in handling administrative problems relating to automobiles.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee pointed out that in the larger offices this procedure is already in effect wherever justification has been shown. The majority of the offices do not have a large enough number of automobiles to warrant the full-time employment of a mechanic, especially since many of the cars are out of the headquarters city the majority of the time. It is believed that the principle involved in this suggestion is presently being applied by the Bureau as far as practical.

Executive

Conference

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cc-Mr. Mohr
Mr. Clegg

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Oct. 26, 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

~~SECRET~~

MAINTENANCE CERTAIN CLASSIFICATIONS BUREAU FILES
OUTSIDE CONFINES RECORDS SECTION

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Mohr, Fred McIntire for Mr. Clegg, Mr. McGuire for Mr. Nichols, Mr. Laughlin for Mr. Belmont, and Mr. Rosen, considered the maintenance of certain classifications of Bureau files outside of the confines of the Records Section.

The Conference was advised by Mr. McGuire that as a result of a 6-day deadline in Departmental applicant cases in the Summer of 1945, the Records Section was instructed, as a result of the inspection conducted of the Records Section at that time, to permit mail in Departmental applicant cases to be retained in the supervisor's office until the investigation was completed and the case concluded.

This meant that the initial piece of mail received in a Departmental applicant case was recorded and indexed in the Bureau's records to show that we had a pending case on the subject matter. As soon as the index card was made and the file number placed on the first serial, the first serial was physically sent directly to the supervisor handling the case and no jacket was maintained in the Records Section. Thereafter, all letters, teletypes, and reports on that particular case, on receipt in the Records Section, would be sent directly to the supervisor who, upon completion of the investigation and closing of the case, would transmit all the pertinent material pertaining to that investigation back to the Records Section for complete processing.

It was pointed out to the Conference ^{at} that all times the Bureau's indices clearly reflected the existence of a pending file and because of the limited handling and close supervision, the physical location of the file could readily be determined.

This system proved effective due to the fact that this was a deadline type of case wherein close supervision could be afforded the investigation and it also materially reduced service requests in the Records Section as well as reduced locate work for files and serials. Other advantages included streamlining the processing and filing operations in that all mail on particular applicant cases would be handled in one group through the various steps of blocking, classifying, numbering, and recording.

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DATE 4/6/05

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Classified by SP-5 CIBAR
Declassify on: OADR

cc 5 Mr. Clegg info unclassifiable per OGA
Mr. Mohr 4/6/05 ELH
EX-75
JMM

The Executives Conference for the Director, Oct. 26, 1950

~~SECRET~~

This system was so successful that when the Atomic Energy program started, the same procedure was applied to Atomic Energy Cases in December, 1946. The same reasons, namely, deadline cases, volume of work, and close supervision, prevailed and as other types of applicant categories arose, except Bureau applicants, the same procedure was adopted in rapid succession in cases involving special inquiries for the White House, Congressional Committees, and other Government agencies, applicants for Institute of Inter-American Affairs, Greek Turkey Aid Bill cases, applicants for International Labor Organization, applicants for World Health Organization, applicants for National Security Resources Board, European Recovery Program cases, Voice of America cases, sensitive positions in the United States Government, Armed Forces Security Agency, Loyalty of Government Employees, and the International Development Program of the State Department.

Service requests on these files are handled just as expeditiously as are requests from supervisors and Bureau officials in any other category of cases physically maintained in the Records Section proper.

This whole program was considered by the Executives Conference and approved as a result of a memorandum from Mr. Clegg to Mr. Tolson on June 2, 1949, wherein specific reference was made to the processing of mail in the so-called applicant type files and a recommendation made that the mail be sent directly to the interested division.

The Conference unanimously recommended in view of the
saving to the Bureau resulting from the streamlined handling of the
applicant type of case other than Bureau applicants in this manner,
the Records Section be authorized to continue handling these classifi-
cations in the manner in which they have, since there is a record in
the general indices at all times reflecting that there is a case
pending in the Bureau and the physical location of the material in
that case can readily be located in the interested supervisor's office.

Respectfully,
For the Conference,

Clyde Tolson

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1992

I think this is sound
procedure - it certainly
expedites the handling
of the work -

10727

Am fearful of this - If we were running on a 45-day deadline it might be desirable but the records show an average 70 odd days & in some cases over 100 days - In some files

in office. Other than pills I've with-
out he meet his orders & such delays

THE DIRECTOR

11-7-50

EXECUTIVES CONFERENCE

SEMI-ANNUAL SUPERVISORS' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5 CJP

The Executives Conference on 11-7-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, F. H. McIntire (for Clegg), J. J. McGuire (for Nichols), E. E. Hargett (for Rosen) and J. A. Sizoo present, considered the program for the Semi-Annual Supervisors' Conference for the first half of the fiscal year 1951. The following program was suggested:

- 15 min. Nationalist Party of Puerto Rico Leo L. Laughlin
- 15 min. Current Problems in Civil Rights and Domestic Violence Investigations W. F. Billings
- 30 min. Bacteriological, Chemical and Radiological Warfare (3 ten-minute talks) Mr. Harbo & Staff
- 15 min. Personnel Procurement and Over-all Condition of Bureau Work Mr. Glavin & Staff
- 35 min. Motion Picture "Medical Effects of Atomic Bomb" (This is a 35 minute, technicolor film which was prepared by the Army. It has been reviewed and is deemed a very timely subject.) Mr. Preston or Mr. Triplett
- 10 to 15 min. Records and Communications Division Problems Mr. Nichols or Mr. McGuire.

The Conference recommended that the above schedule be approved and that the Semi-Annual Supervisors' Conference be held on Wednesday, November 15, 1950, beginning at 4:30 P.M. If you concur, there is attached a memorandum notifying the various divisions who are participating in the program and a memorandum advising all Supervisors when and where the Conference is to be held.

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Respectfully,
For the Conference
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EX-75

Clyde Tolson

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cc - Mr. Mohr
Mr. Clegg

WFC:DLG

This occasion should be used to stress need for more interest & industry & more thoroughness & care. The Nat Party of P.R. & other cases teach many lessons. H

THE DIRECTOR

November 8, 1950

THE EXECUTIVES CONFERENCE

SURVEY OF CHINESE COMMUNIST ACTIVITIES
IN THE UNITED STATES
Internal Security - CH

On November 8, 1950, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Mohr, Sizoo, Harbo, McIntire for Clegg, McGuire for Nichols, Hargett for Rosen, and Laughlin for Belmont, considered the attached Bureau Bulletin regarding Chinese Communist activities in the United States. (S)(u)

It was pointed out to the Conference that the Bureau, by letter dated July 12, 1950, which was sent to those field offices having large concentrations of Chinese, pointed out the necessity for actively investigating Chinese organizations known to be pro-Communist in character and for opening cases for investigation of members of these organizations believed to be potentially dangerous to the internal security of the United States. (S)(u)

In view of the international situation involving the reported intervention of Chinese Communist forces in Korea, it was explained that the entire field should be alerted to this situation and impressed with the necessity of intensifying its coverage of Chinese Communist activities, and must develop additional confidential informants and sources of information among Chinese. (S)(u)

The Conference was of the unanimous opinion that this Bulletin should be sent to the field. If you concur, this will be done.

Respectfully,
For the Conference

INDEXED - 83

RECORDED - 83

Glyde Tolson

NOV 15 1950

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cc: Mr. H. H. Clegg
Mr. Mohr

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Attachment

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51 NOV 15 1950

THE DIRECTOR

November 7, 1950

THE EXECUTIVES' CONFERENCE

~~CINRAD~~
INTERNAL SECURITY - R.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 C. B. H.

On November 7, 1950, the Executives' Conference, consisting of Messrs. Glavin, Harbo, Tracy, F. E. McIntire (for Mr. Clegg), Hargett (for Mr. Eosen) McGuire (for Mr. Nichols), Sizoo, and Belmont considered the attached proposed SAC Letter regarding the Cinrad Case.

The proposed letter is for the purpose of reiterating and adding to instructions furnished to the field in March, 1948, in order to remind the field that information pertinent to the Cinrad investigation must be reported to the San Francisco Office for inclusion in the periodic reports submitted every ninety days by that office. It was felt that this investigation is of paramount importance in the Bureau's efforts to keep abreast of Soviet espionage activities in the United States, and it is imperative that field offices keep the San Francisco Office advised of any developments in all types of cases which may be of interest to the Cinrad investigations.

The Executives' Conference unanimously recommended that the field again be instructed as to the proper method of handling the Cinrad investigations, as set forth in the proposed SAC Letter. In the event you approve, this letter will be disseminated.

Respectfully,
For the Conference

RECORDED - 83

INDEXED - 83
Clyde Tolson

166-2554-2239
NOV 15 1950

CC - Mr. Clegg
Mr. Mohr

Attachment

*Cinrad is the code word for the case entitled Communist Infiltration of the Radiation Laboratory, Berkeley, California. When this code word was adopted, the headquarters of the Atomic Energy research was at Berkeley, California. The code word now stands for Communist infiltration of any Atomic Energy project in the United States. It is now a control file to keep track of Communist infiltration in any Atomic Energy project.

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THE DIRECTOR

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JOINT COMMITTEE

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SAVINGS: None
HAZARD: None

SUGGESTION NO. 555

EMPLOYEE:

CHIEF CLERK

EL PASO OFFICE

FORM FOR LISTING DELINQUENT CASES
SENT-ANNUALLY BY FIELD OFFICES

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/51 BY SP-5 G/bt

SUGGESTION:

That the Bureau approve a form for the semi-annual listing by the Field of delinquent cases. It was pointed out that the use of such a form would make such listing uniform throughout the Field and would also expedite typing.

Advice has been furnished by Assistant Director W. R. Glavin that the list of delinquent cases is not used by the Chief Clerk's Office. The Investigative Division has advised that it has no objection to this form.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee is unanimously opposed to the adoption of this form as it is not felt a form is necessary for listing delinquent cases. The existing method of furnishing this advice to the Bureau appears to meet existing needs. The somewhat infrequent use of such forms would not seem to merit the preparation of a special form for this purpose.

EXECUTIVES CONFERENCE RECOMMENDATION: Messrs. Glavin, Tracy, Lohr, and Laughlin favor the suggestion on the ground that it would save some typing time in the field. Messrs. Tolson, Sizoo, McIntire, McGuire, Hargett, and Harbo were opposed on the ground that the infrequent use of the form and the small amount of typing involved would hardly warrant the adoption of a special form for the purpose suggested.

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cc-Mr. Mohr
Mr. Clegg

EX-75

RECORDED - 37
Respectfully,
For the Chief Clerk
NOV 15 1950
Clyde Tolson.

NOV 16 1950

THE DIRECTOR

THE EXECUTIVES CONFERENCE

THE NATIONAL COUNTER INTELLIGENCE CORPS ASSOCIATION

November 10, 1950
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/ BY SP-5 CJP

On November 10, 1950, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McIntire for Clegg, McGuire for Nichols, Sizoo, Rosen, Mohr and Belmont, considered an offer from Mr. [redacted]

[redacted] the National Counter Intelligence Corps Association and of the Army Intelligence Veterans Organization of New York City, to furnish a list of the membership of these organizations to the Bureau and to help the Bureau in any possible manner.

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Mr. [redacted] pointed out that there are some 6,000 members of these organizations, all of whom are former Counter Intelligence Corps agents who served in the U. S. Army during World War II. He pointed out that these individuals are now all over the United States in responsible civilian positions and should be of value to the Bureau as informants or hosts to FBI Agents wherever they may be operating. He volunteered to furnish a list of the membership and volunteered for the organizations to help the Bureau in any manner possible.

In reply to Mr. [redacted] letter he was thanked for his offer and was advised that a representative of the Newark Office would call on him in the near future. A check of the files reflected that Mr. [redacted] Special Agent in December, 1941, but was not considered as he was subject to Army induction. No derogatory information identifiable with him was located in the files. With regard to the National Counter Intelligence Corps Association, the files reflect that in October, 1949, three articles appeared in the Cincinnati newspapers concerning this organization. One of the articles, an editorial in the October 12, 1949, issue of the "Cincinnati Times Star" stated:

"The association does not take upon itself the FBI's task of ferreting out Communists spies and subversive influences. It is, however, greatly interested, as a group of loyal American citizens, in legislation that will help defend the United States against fifth columns. Every citizen has the right, indeed the duty, to interest himself

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AHB:mer

CC: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 37

INDEXED - 37

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54 NOV 16 1950

EX - 75

"in such legislation. The special value of the CIC is that its entire membership served as investigators of such activities during the war."

The files also reflect that invitations from several sources, including one from Mr. [redacted]

[redacted] were extended to the Director to attend a luncheon meeting of this organization at its Annual Convention in New York City on August 5, 1950. The Director declined because of the pressure of official responsibilities. Bureau files checked at that time failed to reflect any derogatory information identifiable with the organization. b7D

The Executives Conference unanimously recommended that SAC McKee call on Mr. [redacted] to express personally the appreciation of the Bureau for his offer and to suggest that if the membership is circularized on occasion by letter or paper, it would be desirable to include in the next issue a statement of the jurisdiction and responsibility of the FBI in the security field and to call on the membership to report matters within our jurisdiction to the FBI and to cooperate with us in every way possible. The Executives Conference did not feel that it would be desirable to attempt any closer relationship with this organization inasmuch as the caliber of the membership is unknown other than that they were formerly members of the Army Counter Intelligence Corps. b6 b7C b7D

In the event you approve, Mr. McKee will be telephonically instructed to consult Mr. [redacted] along the above lines.

Respectfully,
For the Conference

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Clyde Tolson

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THE DIRECTOR

November 8, 1950

THE EXECUTIVE CONFERENCE

OFFICE OF SPECIAL INVESTIGATIONS, AND FOREST
FINGERPRINTING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/2/93 BY SP-5/BJP

The Executive Conference consisting of Ladd, Harbo, Glavin, Hargrett, McIntire, McGuire, Belmont, Clegg, and Tracy on November 7, 1950, considered a suggestion from Agents R. C. Anderson and [redacted] of the Identification Division.

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For the Director's information, the Identification Division is receiving approximately 300 applicant fingerprint cards per day from the Air Force of persons engaged in Atomic Energy Research or other confidential work. Prior fingerprints, primarily of military personnel, are already on file in the Identification Division. It is necessary that each of these fingerprints be answered; therefore, it is recommended that the fingerprint card itself be returned to the Air Force as the answer in non-ident cases. When ident are made, it is suggested the fingerprint card be returned with a copy of the record as it exists.

If the suggestion is adopted, it will save the typing, sequencing, and filing of index cards and the sequencing and filing of the fingerprint cards.

In view of the fact that a fingerprint card is already on file on these same individuals, the Conference unanimously recommended approval of the suggestion in view of the savings involved.

Respectfully,
For the Conference,

Clide Tolson

cc - Mr. Clegg
Mr. Mohr

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NOV 15 1950

58 NOV 16 1950

The Executives Conference

November 8, 1950

The Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CPH

72259

The Executives Conference of November 3, 1950, consisting of Messrs. Tolson, Ladd, Laughlin for Belmont, McGuire for Nichols, Sizoo, Rosen, Mohr, Harbo, Quinn Tamm for Tracy and Glavin, considered the application of [redacted] Special Agent Applicant.

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b7C

It was pointed out to the Conference that in the character and fitness investigation, it was ascertained that applicant's sister-in-law, one [redacted] had been considered liberal in her point of view in that she had expressed the opinion that she thought we could get along with Russia. The reference stated further that applicant's sister-in-law was an intellectual show-off; that he is definitely certain, however, that she never joined any questionable organizations; that none of her ideas would have in any way affected the applicant or his family. This reference stated that the matter had been brought to his attention just a year and one-half ago; that he believes that the applicant's sister-in-law has now learned with others that the picture is a little different than she thought it might have been when in college. The reference stated he was not questioning applicant's sister-in-law's present loyalty, but merely wished to point out that she had been considered by her own family as somewhat liberal in her own ideas back two years ago.

Another reference advised that applicant's sister-in-law was a good thinker; that she was not just a follower and he believed that some of her trend of thought had been disturbing to her in-laws and perhaps some of her friends, but he said he would stake his life on her loyalty to the country, and he knew she had never associated herself with any organizations and had never indicated any interest in anything of a subversive nature.

No other information of a derogatory nature whatsoever was turned up in the character and fitness investigation, and the Conference recommends that applicant be favorably considered for appointment to the position of Special Agent at this time.

Respectfully,
For the Conference

RECORDED - 28

CLYDE TOLSON
NOV 28 1950

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CC: Mr. H. H. Clegg
Mr. Mohr

NOV 16 1950

THE DIRECTOR

11/7/50

JOINT COMMITTEE

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b7C

SUGGESTION NO. 571

BIRMINGHAM OFFICE
CRIMINAL INFORMANT FILES

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 u/bf

SUGGESTION: That files on criminal informants instead of being carried as dead files with administrative ticklers only be made active pending files with assignment cards and tickler cards the same as all other files.

It is pointed out that Bureau Bulletin No. 16 dated March 31, 1950, instructs that individual files on informants be maintained but that they be carried as dead files and not be carried on the Monthly Administrative Report. Such files would be assigned to the Special Agent handling the informant, with a tickler card (administrative) being prepared to enable the SAC to determine that the informant is being used to the best advantage of the Bureau. It was also provided that files may be maintained on prospective informants who are in the process of being developed.

ADVANTAGES: 1. It is pointed out that the entire procedure of handling confidential criminal informant files is inconsistent with the handling of all other types of files, including those on American Legion contacts and Plant Informants. In all instances except criminal informants and national defense informants assignment cards and ticklers are prepared and the files are carried in an active pending status with the exception that they are not carried on the monthly report as delinquent.

2. It is felt that in the interest of uniformity all files which are the subjects of assignment and investigative activity or contacts should be the subject of assignment cards and regular ticklers.

3. It is noted that when the Bureau Bulletin of March 31, 1950 was prepared providing for the handling of files relating to criminal informants that the American Legion Contact Program and the Confidential Plant Informant Program had not been instituted.

4. The failure to include informant matters in the

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cc: Mr. Clegg
Mr. Mohr

SKMc:dgh

RECORDED - 15

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criminal and national defense fields as active pending files for assignment cards creates a situation which does not reflect the correct amount of pending work in a field office.

DISADVANTAGES:

1. The distinction between the two types of informants is that in a confidential plant informant case the file relates to the entire plant rather than to individuals, while in the criminal and national defense informant cases the files relate to individuals. Generally, in American Legion contact files one file relates to the entire American Legion Post rather than to an individual. This distinction seems to justify the difference in treatment according to these files.
2. The present system of the handling of confidential informant files appears to be entirely adequate and satisfactory and no urgent need exists for a change. The present instructions with respect to these matters were issued in the recent past after full consideration of the factors involved, and this question has been considered in the past.
3. The proposal would create a misleading picture as to the amount of investigative work assigned to Agents by crediting the Agent on the Monthly Administrative Report and otherwise with the informant matters as though they were regular investigative cases.
4. There are numerous matters other than informant matters which require Agents' time but on which no assignment cards are maintained. There appears to be no more reason for making assignment cards for covering confidential informants than for any other matter requiring an Agent's time.

JOINT COMMITTEE CONSIDERATION:

Messrs. Harbo and Scheidt were opposed to the suggestion. Messrs. McKee and Clegg were in favor of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: FHMc:DMG

I concur
7
The Executives Conference on 11-8-50 considered this matter. Messrs. Tolson, Glavin, Mohr, J.A. Sizoo, F. H. McIntire, J. J. McGuire and L. L. Laughlin were in favor of the suggestion. Messrs. Harbo and Hargett were opposed. If you concur in the majority opinion, the Field will be appropriately advised.

Respectfully,
For the Conference,

Clude Tolson

THE DIRECTOR

11/7/50

JOINT COMMITTEE

SUGGESTION NO. 572

EMPLOYEE: SA VINCENT D. GARVEY

BUTTE OFFICE

APPREHENSION OF FUGITIVES

SAVINGS: None

AWARD: None

Executive

Conference

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION:

That upon the apprehension of a fugitive, the information which is now issued in the form of an Apprehension Order be included on the next Identification Order issued instead of waiting until apprehension orders are next issued. This would result in more immediate notification to all law enforcement agencies that the subject of an Identification Order has been apprehended. It was pointed out that the present practice is to issue one Apprehension Order covering the names of several Identification Order fugitives. The suggestion contemplates that the Apprehension Order information would be placed in a small blocked area on the face of the next I. O. issued.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The suggested procedure would result in confusion. There is no need for the immediate notification of all law enforcement officers of the apprehension of a fugitive. Furthermore, the I. O. relates to one individual only and is filed by the receiving department upon that basis. To place additional information on the I. O. relating to a different individual would complicate the filing problem of the receiving agencies.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJP/STW

cc: Mr. Clegg
Mr. Mohr

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INITIALS ON ORIGINAL

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TO : THE DIRECTOR

DATE: 11/7/50

FROM : JOINT COMMITTEE

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b7C

SUBJECT: SUGGESTION NO. 571
[REDACTED] BIRMINGHAM OFFICE
CRIMINAL INFORMANT FILES

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/2/91 BY SP-5C/btr

SUGGESTION: That files on criminal informants instead of being carried as dead files with administrative ticklers only be made active pending files with assignment cards and tickler cards the same as all other files.

It is pointed out that Bureau Bulletin No. 16 dated March 31, 1950, instructs that individual files on informants be maintained but that they be carried as dead files and not be carried on the Monthly Administrative Report. Such files would be assigned to the Special Agent handling the informant, with a tickler card (administrative) being prepared to enable the SAC to determine that the informant is being used to the best advantage of the Bureau. It was also provided that files may be maintained on prospective informants who are in the process of being developed.

- ADVANTAGES:
1. It is pointed out that the entire procedure of handling confidential criminal informant files is inconsistent with the handling of all other types of files, including those on American Legion contacts and Plant Informants. In all instances except criminal informants and national defense informants assignment cards and ticklers are prepared and the files are carried in an active pending status with the exception that they are not carried on the monthly report as delinquent.
 2. It is felt that in the interest of uniformity all files which are the subjects of assignment and investigative activity or contacts should be the subject of assignment cards and regular ticklers.
 3. It is noted that when the Bureau Bulletin of March 31, 1950 was prepared providing for the handling of files relating to criminal informants that the American Legion Contact Program and the Confidential Plant Informant Program had not been reinstituted.
 4. The failure to include informant matters in the

cc: Mr. Glegg

Mr. Mohr

SKMc:dgh

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ORIGINAL FILED IN 66-2554-146

criminal and national defense fields as active pending files for assignment cards creates a situation which does not reflect the correct amount of pending work in a field office.

DISADVANTAGES: The distinction between the two types of informants is that in a confidential plant informant case the file relates to the entire plant rather than to individuals, while in the criminal and national defense informant cases the files relate to individuals. Generally, in American Legion contact files one file relates to the entire American Legion Post rather than to an individual. This distinction seems to justify the difference in treatment according to these files.

2. The present system of the handling of confidential informant files appears to be entirely adequate and satisfactory and no urgent need exists for a change. The present instructions with respect to these matters were issued in the recent past after full consideration of the factors involved, and this question has been considered in the past.

3. The proposal would create a misleading picture as to the amount of investigative work assigned to Agents by crediting the Agent on the Monthly Administrative Report and otherwise with the informant matters as though they were regular investigative cases.

4. There are numerous matters other than informant matters which require Agents' time but on which no assignment cards are maintained. There appears to be no reason for making assignment cards for covering confidential informants that for any other matter requiring an Agent's time.

JOINT COMMITTEE CONSIDERATION:

Messrs. Harbo and Scheidt were opposed to the suggestion. Messrs. McKee and Clegg were in favor of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: FHM:DMG

I concur.
H.

The Executives Conference on 11-8-50 considered this matter. Messrs. Tolson, Glavin, Mohr, J.A. Sizoo, F. H. McIntire, J. J. McGuire and L. L. Laughlin were in favor of the suggestion. Messrs. Harbo and Hargett were opposed. If you concur in the majority opinion, the Field will be appropriately advised.

Respectfully,
For the Conference,

Clyde Tolson

THE DIRECTOR

11/4/50

JOINT COMMITTEE

SUGGESTION NO. 526

SAVINGS: \$4,400

AWARD: \$125

COMMUNICATIONS SECTION

PNEUMATIC DISPATCH TUBE SYSTEM

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MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJB

[redacted] formerly employed in the Records Section and now assigned to the Communications Section, suggested the installation of a Pneumatic Dispatch Tube System for moving material within the Records Section. The cost of such a system and its installation was approximately \$5,500.00. Such a system would save the services of two full-time clerical employees at a salary of \$2,450.00 each or \$4,900.00 per year.

The question is whether Employee [redacted] should be granted a cash award for the savings contemplated by his suggestion.

JOINT COMMITTEE CONSIDERATION:

The Pneumatic Dispatch Tube System has been installed, is working satisfactorily, and has effected the saving of the services of two clerical employees. The cost for the first year on a pro-rata per annum basis of \$500.00 and the savings effected of \$4,900.00 would leave a net savings of \$4,400.00. The maximum award which could be granted would be \$125.00. The minimum award is \$10.00 for any suggestion. It is the unanimous opinion of the Joint Committee that an award of \$50.00 should be granted to this employee for his suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11-1-50, with Messrs. Tolson, Glavin, Q. Tamm, Harbo, Mohr, Rosen, J. J. McGuire, Sizoo, L. L. Laughlin and Clegg present, recommended that a maximum of \$125.00 be given to Employee [redacted]

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Respectfully,
For the Conference

RECORDED - 37

EX-75 Clyde Tolson

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cc: Mr. Clegg
Mr. Mohr

HHC:dgh/dmg

54 NOV 17 1950

November 1, 1950.

SAFES: Zone
AWARD: Long

EMPLOYEE: SAC JAMES B. POSTER, Springfield Office
SUBJECT: ~~CONFIDENTIAL~~ PLANT INFORMERS

MEMBERS PRESENT: H. H. Clogg
D. T. Harbo
S. E. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/2/91 BY SP-5C/DKF

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable on the ground that the Agent assigned to recontact informants in a plant should review the file containing information concerning the plant informant program in that particular plant prior to making such recontacts with individual informants. When he reviews the file he can make any notes which he may need in handling his assignment. Thereafter, the Agent can either directly post the entries on the index card reflecting recontact or can furnish the information by routing slip without any necessity for the preparation of a memorandum unless there is any special information of significance which should be placed in the file of the office. The Committee felt that the setting up of a duplicate index would be time-consuming and would tend toward some confusion in the maintenance of the special indices on plant informants.

RECORDED 122

RECORDED - 122

EXECUTIVE CONFERENCE RECOMMENDATION

INDEXED - 129

Unanimously approved on
November 8, 1950, by Messrs.
Sigoo, McIntire, McGuire, Kargett,

Respectfully,
For the Conference
Clide Tolson.

cc: Mr. C. S. NUV (K) (P)
Mr. L. O. P. —
DET. 112

cc: Mr. Rosen
Mr. Hargett
Mr. Shannon

11-9-50

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

DEVELOPMENT OF NEW CASES
POLICE RELATIONS
APPLICANT INVESTIGATIONS

72257

Pursuant to the recommendation of the Executives' Conference of November 2, 1950, approved by the Director, there is attached hereto a Bureau Bulletin calling the attention of the field to the necessity of constantly being alert to properly maintain liaison with local police to develop new cases and insure that our cases are referred by them to us. Also pointing out the opportunity available to each Agent to do this in Applicant investigations, Special Inquiries and similar type cases.

Unanimously approved by the Executives Conference November 10, 1950, with Messrs. Tolson, Glavin, Tracy, Clegg, Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIP/m

ATTACHMENTS

140thbd

cc: Mr. Clegg
Mr. Mohr

RECORDED - 102

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THE DIRECTOR

11/2/50

JOINT COMMITTEE

SUGGESTION NO. 535

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EMPLOYEE:

BIRMINGHAM

SAVINGS: None
AWARD: None

AEA INVESTIGATIONS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 C/BH

EXECUTIVE CONFERENCE

SUGGESTION:

That the present requirement in AEA investigations for inquiries subsequent to January 1, 1937, be changed to have such inquiries made only for the past ten years.

The employee making the suggestion assumed that since the inception of this program was in the year 1947 that the year 1937 was selected based upon a decision that a ten-year period would suffice in the case of limited investigations.

JOINT COMMITTEE CONSIDERATION:

The above is an inaccurate assumption, due to the fact that it was in the year 1937 that there was a change in the relationships between the Communists and Nazis. The attitudes reflected by Communists and left-wing adherents since January 1, 1937, are considered especially significant; and this is not an arbitrary date of 10 years but is a date of special significance in the change of the Communist Party line.

RECOMMENDATION: Unanimously unfavorable.

cc: Mr. Clegg
Mr. Mohr

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THE DIRECTOR

November 6, 1950

JOINT COMMITTEE

SUGGESTION NO. 533

SAVINGS: None

AVOID: None

EMPLOYEE: INSPECTOR H. B. LONG

Training and Inspection Division

SUBJECT: CLERICAL EMPLOYEES' DAILY REPORTS

72258

MEMBERS PRESENT: H. E. Clegg

R. F. Harbo

S. K. Lohr

H. Schaidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/7/91 BY SP-5C/BK

EXECUTIVE CONFERENCE

SUGGESTION: At present, in preparing daily reports, the stenographers at the beginning of each week take six copies of the blank report form and insert necessary carbons. All work pending at the beginning of the week is listed on all copies. Thereafter, additional dictation is added to these copies and work completed is appropriately indicated thereon. At the end of each day, one copy is detached and submitted to the SAC. The suggestion is that the stenographers' daily reports be furnished by the Bureau in the form of a preassembled set of six copies with one-time carbons already inserted. This is comparable to Bureau procedure in connection with abstract slips.

Advantages - (1) Savings in clerical time by stenographers, since it would be unnecessary to assemble 6 forms and carbons once each week.

Disadvantages -

- (1) 500 sheets of refolded paper and 500 sheets of one-time carbon paper as anticipated by the suggestion would cost \$2.32, whereas 500 sheets of refolded paper and 500 sheets of regular carbon paper as now used cost \$4.25. However, this carbon paper can be used at least 3 or 6 times, which means that the present system is considerably cheaper than the proposed system.
- (2) The savings in personnel time under the proposal would be very slight and could be offset by the increased cost of materials under the suggestion.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

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Mr. Clegg

Mr. Lohr

Mr. AF

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The Director

November 9, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-SC/DM

The Executives Conference of November 2, 1950, consisting of Messrs. Tolson, McGuire for Nichols, Sizoo, Laughlin for Belmont, Quinn Tamm for Tracy, Harbo, Ladd, Rosen, Clegg, Mohr and Glavin, considered the suggested procedure to eliminate nonident replies on loyalty applicant and Coast Guard fingerprints. Mr. Tracy had pointed out to the Conference that it would be possible for the Remington Rand Company, or any other successful bidder, to photograph the fingerprint cards on loyalty applicant and Coast Guard submissions so that it would be unnecessary to type an index card for the Card Index Section and, further, they could make a copy of the photograph for return to the contributor in every instance where there is a noncriminal record in the Identification Division.

For the Director's information, for the past year or so, the Remington Rand Company under contract has been photographing loyalty and other noncriminal fingerprint cards, the photograph being made the size of a card index card (See Exhibit A), and through this process a tremendous amount of typing has been saved, since it is not necessary to type index cards for inclusion in the Card Index Section. The completed photographic card is utilized as the card index card and filed in the Card Index Section.

At the present time, in those instances where a reply must be sent to the contributor, a continuous roll index card, which is prepared in original and duplicate, is utilized by the Typing Section of the Identification Division. The original index card is typed and utilized by the Card Index Section in the Identification Division as the index card in the Card Index files. The copy, which is a flimsy, reflects that there is no record in the Bureau's identification files and that copy is sent to the contributors.

Under the suggested procedure, in every instance where a reply has to be made to the contributor, two copies would be made photographically index card size, the one, Exhibit A, to be included in our Card Index file in Ident, the other, Exhibit B, with the wording "No criminal record Identification Division F.B.I." being sent to the contributor. It was pointed out that under the suggested procedure, there will be a net savings of \$7.72 per thousand cards, which, based on 650,000 cards per year, would be a savings of approximately \$5,024.50, and it would also release ten nonident typists for assignment to Ident typing duties. It would also eliminate the checking of the typed cards, since there would be no errors to check on the cards prepared photographically.

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CC: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 15
EX. 107

166-2534-8249
NOV 18 1950

54 NOV 20 1950

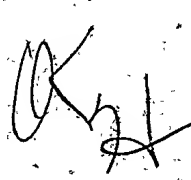
Attachment

Memorandum for the Director

It was pointed out to the Conference that our present contract for photographing fingerprint cards is about completed. It will be necessary for the Bureau to secure new bids for a continuing contract for the photographing of the suggested fingerprint cards. It is pointed out that the photographing of the cards is done in the Identification Division and the negatives are sent to New York by air mail and the developed cards, such as reflected in Exhibits A and B, will be back in the Identification Division within a period of seventy-two hours.

The Conference recommends that a new contract be executed for the remainder of the present fiscal year covering the photographing of fingerprint cards under the suggested procedure. The Conference feels that through such a procedure the answering of Coast Guard and loyalty applicant fingerprint cards will be materially expedited.

Respectfully,
For the Conference


Clyde Tolson

The Director

November 9, 1950

The Executives' Conference

THEFT OF GOVERNMENT PROPERTY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/81 BY SP-5C/PH

Pursuant to the recommendation made November 2, 1950 by the Executives' Conference, which was approved by the Director, a proposed SAC Letter is attached instructing the field to again alert responsible officials of Military and Naval installations and other Government establishments to the Bureau's jurisdiction in Theft of Government Property cases.

Attachment

EOJ:JHK
66-6200-52

Unanimously approved by the Executives' Conference on November 10, 1950, with Messrs. Tolson, Glavin, Tracy, Clegg, McGuire for Nichols, McIntire for Glavin, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

cc - Mr. Clegg
Mr. Mohr

Glyde Tolson

RECORDED - 15
EX - 107

RECEIVED READING ROOM
F.B.I.
U.S. DEPT. OF JUSTICE
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- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
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54 NOV 20 1950

cc - Mr. Ladd
Mr. Rosen
Mr. Hargett
Mr. Evans

The Director

November 10, 1950

The Executives Conference

ACCOMPLISHMENTS IN CRIMINAL MATTERS

There is attached an SAC Letter which is submitted in accordance with the suggestion as approved in the Executives Conference memorandum dated November 2, 1950.

Attachment
CAE:ige
cc - Mr. Mohr
Mr. Clegg
Unanimously approved by the Executives Conference today with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in Mr. Clegg attendance.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIP/H

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cc-Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Chappelle

The Director

November 10, 1950

The Executives Conference

SERVICEMEN'S DEPENDENTS ALLOWANCE
ACT OF 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIB/HP

PURPOSE:

To recommend approval of the proposed Manual and Handbook changes prepared in order to inform the Field of the Criminal Division's opinion that prosecutions should be continued under this act even though some provisions of the act were repealed by the Career Compensation Act of 1949. Payments under the Servicemen's Dependents Allowance Act of 1942 may continue until July 1, 1952 in some instances.

FACTS:

The Career Compensation Act of 1949 revised the pay scales for members of the Armed Forces and provided that provisions of the Servicemen's Dependents Allowance Act of 1942 would become inoperative for the dependent or dependents of all members of the Armed Forces other than those specifically described. This act provided those members of the Armed Forces (1) serving in an enlistment contracted prior to the date of enactment of this act (October 12, 1949; or, (2) any member whose enlistment terminated in the period between the effective date of this act (October 1, 1949) and the date of enactment (October 12, 1949) and who entered into a new enlistment within one month of such termination, should not suffer any reduction in their total compensation by reason of the Career Compensation Act of 1949. The Government's contribution under the Servicemen's Dependents Allowance Act of 1942 was specifically included as part of the soldiers' compensation. Accordingly, the law provided family allowances would continue to be paid until July 1, 1952, to those individuals described above.

By memorandum dated October 31, 1950, received here November 2, 1950, the Criminal Division advised that criminal proceedings should be instituted in accordance with the provisions of the Servicemen's Dependents Allowance Act of 1942 even though some provisions of the act were repealed by the Career Compensation Act.

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cc: Mr. H. H. Clegg
Mr. Mohr

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ATTACHED
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THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

REPORTS FROM CRIMINAL INFORMANTS

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5 CHT/H

There is attached a proposed SAC Letter which is submitted in accordance with the suggestion as approved in the Executives Conference memorandum dated November 2, 1950.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

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Attachment

cc-Mr. Clegg

Mr. Mohr

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THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

LOYALTY OF GOVERNMENT EMPLOYEES

On November 10, 1950, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McIntire for Clegg, McGuire for Nichols, Sizoo, Rosen, Mohr and Belmont, considered the recommendation of the Loyalty Section of the Security Division that the present form letter to the field being used to request loyalty investigations be changed to include additional instructions customarily issued in these cases. The revised form letter will eliminate unnecessary typing in that it is now necessary to type the additional information in each case when the investigation is requested. The old form is attached as Exhibit A. The proposed form is attached as Exhibit B.

The Executives Conference unanimously recommended the adoption of the new form. In the event you approve, it will be utilized hereafter.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

Attachment

AHD:mer

ALL INFORMATION CONTAINED
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DATE 8/2/91 BY SP-5 ci/btz

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November 10, 1950

The Executives Conference

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJO/HF

IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Rosen, Harbo, F. McIntire, McGuire, Sizoo, Belmont, Mohr, and Tracy on November 10, 1950 considered a suggestion from an employee in the Identification Division.

An employee in the Identification Division suggested that the master fingerprint cards of all fugitives be placed together at the end of each row of fingerprint cabinets. The employee felt that better control could be exercised in locating wanted master prints in file by having them in one place.

A Committee of fingerprint experts carefully considered the suggestion and were of the opinion that there would be the same filing errors in the proposed wanted file as in the regular file. The committee was also of the opinion that the setting up of an additional file at the end of each cabinet row would increase the time necessary to search fingerprints and there would also be the possibility of a searcher forgetting to search against this new file. The committee also recommended against a substitute suggestion of the same employee that all wanted fingerprints be filed together in one unit (a unit comprises several rows). The same objections apply to this proposal. The Supervisory staff of the Identification Division opposed the adoption of the suggestion.

The Conference was unanimously of the opinion that the suggestion should not be approved. If the Director approves, there is attached a letter to the employee thanking him for his suggestion.

Attachment

Respectfully,
For the Conference,

Clyde Tolson

Tolson cc Mr. Clegg
Ladd cc Mr. Mohr
Glavin
Nichols cc Mr. Clegg
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

RECORDED - 11

66-2557-8255
NOV 18 1950
1

NOV 22 1950

THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

PERJURY MATTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5C/bj

Pursuant to the instructions of the Executives Conference of November 2, 1950, approved by the Director, there is attached hereto for your approval a Bureau Bulletin calling to the attention of the field the necessity for developing new Perjury cases.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

RECORDED - 17

Clyde Tolson

66-2554-8256
NOV 18 1950

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Attachment

cc-Mr. Clegg

Mr. Mohr

AR:LS

58 NOV 22 1950

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The Director

November 14, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5CJ/PTK

The Executives Conference of November 10, 1950 consisting of Messrs. Tolson, McGuire (for Nichols), McIntire (for Clegg), Harbo, Tracy, Belmont, Ladd, Sizoo, Rosen and Glavin recommended that copies of the attached booklet entitled Survival under Atomic Attack be forwarded to each of the divisional offices at the Seat of Government and to the field.

Attachment

Respectfully,
For the Conference

URG:cr

CC: Mr. Mohr
Mr. Clegg

Clyde Tolson

RECORDED - 102

66-2554-8257

NOV 15 1950

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The Director

November 14, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-SC/bm

The Executives Conference of November 10, 1950, consisting of Messrs. Tolson, McGuire (for Nichols), McIntire (for Clegg), Harbo, Tracy, Belmont, Ladd, Sizoo, Rosen and Glavin considered the attached letter to all SACs regarding keys to Post Office Buildings and recommends its approval. The Conference was advised that from time to time we get inquiries from the Assistant Postmaster General concerning the desirability of furnishing entrance keys to Post Office Buildings to Bureau personnel and the Bureau feels that such requests should not be made. The Conference pointed out that the Bureau feels that Post Office Buildings in most cities are open a sufficient number of hours daily to permit Resident Agents to proceed to and from their Resident Agency offices without difficulty, it being further presumed that such Resident Agents, through liaison with the various Postmasters or custodians of the buildings in question can make arrangements so that they can get into their quarters in the Post Office Building after the building is closed to the public in case of emergency.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC: Mr. Clegg
Mr. Mohr

RECORDED - 37

66-2534 - 8258
NOV 15 1950
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52 NOV 20 1950

THE DIRECTOR

November 13, 1950

The Executives Conference

SUGGESTED CHANGES IN TECHNICAL
SECTION OPERATIONS, IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/2/71 BY sp-scj/pjc

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Harbo, Glavin, McGuire, Belmont, F. McIntire, Sizoo, Mohr, and Tracy on November 10, 1950, considered some suggestions from Inspector Q. Tamm and Special Agent G. J. Engert of the Identification Division.

1. It was suggested that wanted re-searches in connection with Security Index subjects be searched only in the Card Index Section.

For the Director's information, the Security Index notices are being searched by fingerprint classification through all the fingerprint files and the search in the noncriminal file consumes a considerable amount of time. From October 18th through November 6, 1950, 154 Security Index notices were re-searched through all fingerprint files and as of November 8, 1950, there were 100 pending search. Of the 154 searches, 4 identifications were made in the noncriminal file and it was noted there was only a slight difference in the first or last name, also, that of the identifications made, none consisted of current information. There will be a saving of approximately 10 fingerprint employees if the Technical Section re-search is abolished.

The Conference unanimously concurred in the recommendation that the Security Index notices be re-searched only in the Card Index Section.

2. It was suggested that current Alien fingerprint cards not be searched in the Technical Section. At the present time these fingerprints are being held as a delinquency in the Technical Section and are not presently being searched due to a shortage of personnel.

The Conference was unanimously of the opinion that Alien fingerprints should be held as a delinquency in the Technical Section until such time as personnel conditions permit them to be searched.

- 3 and 4. It was suggested that military fingerprints and miscellaneous applicant fingerprint cards submitted by law enforcement agencies be searched on a close selective searching basis, that is, that the fingerprint cards be searched in the preferred or first classification and that no reference searches be conducted. On the average applicant fingerprint card there is at least one reference to be searched. If this suggestion were adopted, it would mean that the

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cc - Mr. Clegg

Mr. Mohr 20 Nov 1950

S.FP:edm

RECORDED - 37 662554-8259

EX-89

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16

Memorandum to the Director

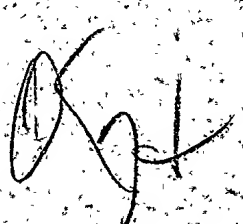
The Criminal Division pointed out that penalties and liabilities incurred under a statute are not to be extinguished by its repeal unless the repealing act so expressly provides. The Career Compensation Act contains no provisions extinguishing the penalties and liabilities under the Servicemen's Dependents Allowance Act of 1942. Accordingly, the Criminal Division advised prosecutions should continue under the Servicemen's Dependents Allowance Act of 1942.

ACTION:

Attached for your approval are proposed Manual and Handbook revisions.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

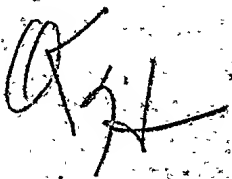

Clyde Tolson

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amount of searching on applicant prints would be reduced by fifty per cent, resulting in increased production in the Technical Section.

The Conference was unanimously of the opinion that the suggestion should not be adopted, that fingerprint cards should be searched in the preferred and reference classifications, that too many misses would be made otherwise.

Respectfully,
For the Conference,


Clyde Tolson

The Director

November 15, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/2/99 BY SP-5 CIP/HZ

The Executives Conference of November 14, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Belmont, Ladd, F. H. McIntire for Glegg, McGuire for Nichols, Sizoo, Tracy and Glavin, considered the attached communication to all Special Agents in Charge concerning the new Detective Special Revolvers and recommended its approval.

The Director will recall that he had approved the purchase of a number of Detective Special Revolvers, this being the revolver with the two inch barrel with the protective shroud around the hammer so that the gun could be carried in the pocket without the hammer catching if the gun were to be withdrawn hurriedly from the pocket in case of emergency. It had been approved that these weapons be forwarded to the field, be charged to the field firearms inventory and be issued when necessary. The attached communication advises the field concerning this matter.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

HRG:VH

Attachment.

RECORDED - 37

66-2557-8260
NOV 18 1950
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59 NOV 20 1950

THE DIRECTOR

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JOINT COMMITTEE

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SUGGESTION NO. 504

EMPLOYEE: SA [redacted] Springfield Division

SUBJECT: STOP NOTICES PLACED AGAINST
NATIONAL SERVICE LIFE INSURANCE COMPANIES

MEMBERS PRESENT: H. E. Clegg
E. T. Larbo
E. E. LeKee
E. Schmidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/2/91 BY SP-5 CIB/

EXECUTIVE CONFERENCE

RECOMMENDATION: That consideration be given to discontinuing the placing of stop notices relative to Bureau fugitives against National Service Life Insurance records of the Veterans Administration as a question has been raised as to whether all dividends have been paid and whether stops would be effective from now on.

SAC Hottel of the Washington Field Office advises that stop notices of this type operate only against incoming correspondence and applications. He states that for all practical purposes the payment of dividends on National Service Life Insurance policies has been completed, but that there is a large backlog of work and that stop notices are still effective.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable. In the light of the advice supplied by the Washington Field Office, it is the unanimous opinion of the Joint Committee that no change should be made in the procedures followed relative to stops on National Service Life Insurance records since they are still operative against incoming correspondence and are worthwhile. The Washington Division is in frequent contact with this Agency and will advise the Bureau when the stops are no longer worthwhile.

cc-Dr. Lahr
Dr. Clegg
S. E. L. F.

RECORDED - 125

RECORDED
142 NOV 16 1950

ORIGINAL FILED IN

THE DIRECTOR

November 9, 1950

THE EXECUTIVES CONFERENCE

ACCOMPLISHMENTS AND INVESTIGATIONS IN
INTERSTATE TRANSPORTATION OF STOLEN
MOTOR VEHICLE MATTERS

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5CJ/bhp

The Conference considered the attached proposed Bulletin designed to reduce errors of substance in investigations of Interstate Transportation of Stolen Motor Vehicle matters; to increase accomplishments in this field and to conserve investigative and supervisory time, and it was unanimously recommended that the Bulletin be sent to the field. Those in attendance were Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Harbo, Mohr, Laughlin for Belmont, McGuire for Nichols, Sizoo, Ladd and Rosen.

DETAILS:

A decline in accomplishments obtained in investigation of Interstate Transportation of Stolen Motor Vehicle matters has been noted. It has also been noted that the percentage of delinquent cases is greater in this classification when compared with the average percentage of delinquent cases in all classifications. It would appear that the decrease in statistics is partly due to a lack of aggressive investigative attention and routine handling of Interstate Transportation of Stolen Motor Vehicle cases.

In addition to calling attention to the above decline in statistics, the Bureau Bulletin incorporates a discussion of the following matters:

1. Establishing close police liaison.
2. Investigating abandoned car cases.
3. Personally examining motor numbers.
4. Tracing automobile for stolen report.
5. Developing new Interstate Transportation of Stolen Motor Vehicle cases.
6. Spotting stolen automobiles.
7. Instructing police.

Issuance of the Bulletin is most timely in view of the curtailment of In-Service Training Schools and the intensified new Agent Training Program. The Bulletin is more appropriate than an

cc: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 113

NOV 15 1950

166-2554-8262

Attachment

AM:JMK

NOV 20 1950

Handwritten initials and signatures.

MEMORANDUM TO THE DIRECTOR

SAC Letter since matters treated will be brought directly to the attention of all Special Agents. It is believed that the issuance of the Bulletin will result in more efficient handling of cases in this classification and an increase in statistics in this field.

RECOMMENDATION:

That the attached proposed Bulletin, designed to reduce errors of substance in investigation of Interstate Transportation of Stolen Motor Vehicle matters, to increase accomplishments in this field and to conserve investigative and supervisory time, be transmitted to the field.

Respectfully,
For the Conference


Clyde Tolson

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THE DIRECTOR

11-9-50

EXECUTIVES CONFERENCE

SPECIAL AGENTS' SEMI-ANNUAL
TECHNICAL CONFERENCE 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/29/91 BY SP-5C/BHX

The Executives Conference on 11-8-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, J. A. Sizoo, F. H. McIntire (for Clegg), E. E. Hargett (for Rosen) and L. L. Laughlin (for Belmont) present, considered the attached proposed SAC Letter outlining the technical training to be afforded various Special Agents during the calendar year 1951. In regard to training in the use of the motion picture camera, the proposed letter instructed that each Special Agent take 25 feet of film of a moving object, the film, of course, to be developed and criticized after development. The over-all cost of the film alone for this training would amount to approximately \$5,000. The Conference unanimously felt that this was an excessive cost for the benefits to be derived and unanimously recommended that each office afford training in the use of the motion picture camera to an adequate number of Special Agents, the minimum in any office to be 3, who have a special aptitude for Photography. The attached proposed SAC Letter has been altered to include instructions in line with the opinion of the Executives Conference. If you concur, it is recommended that the attached SAC Letter be approved.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

THLC:DMG

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EX - 89

166-2534-8263
NOV 18 1950
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NOV 22 1950

cc - Mr. Ladd
Mr. Rosen
Mr. Pennin
Mr. Sorensen

The Director

November 14, 1950

The Executives Conference

ESTABLISHMENT OF GENERAL SERVICES
ADMINISTRATION REGIONAL OFFICES
LOCATION OF FORMER WAR ASSETS
ADMINISTRATION RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/2/91 BY SP-5C/DP

There have been established within the General Services Administration ten regional offices. A Bureau Bulletin has been prepared calling the field's attention to the identity of each Acting Regional Director, the location of the regional office, and the geographic area comprising each region, in addition to informing the field of the whereabouts of former War Assets Administration records.

ACTION RECOMMENDED

With your approval, it is suggested that the attached Bureau Bulletin be forwarded to the field.

Attachment
cc - Mr. Mohr
Mr. Clegg
CJS:ige

Unanimously approved by the Executives Conference today with Roberts, Tolson, Ladd, Belmont, McIntire, Clegg, Glavin, Harbo, LeG. for Nichols, Sizoo, Tracy, Lohr and Rosen in attendance.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 90

66-2554-8264
NOV 18 1950

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54 NOV 20 1950

THE DIRECTOR

JOINT COMMITTEE

SUGGESTION NO. 548

EMPLOYEE: SAC R. D. HOOD, Los Angeles Office
SUBJECT: Monthly Administrative Report

11/1/50
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/2/91 BY SP-5C/bp

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. Ladd
E. Echardt

72255

SUGGESTION:

EXECUTIVE CONFERENCE
That when the next supply of Form FD-113 (Monthly Administrative Report Data Form) is printed, there be included the items listed below, inasmuch as the data listed in Item (1) is required and considerable work will be eliminated if all this administrative material were furnished by Agents at one time:

- (1) Total number of days spent on Criminal Informant Program, including contacting informants and reading logs.
- (2) Total number of days spent on National Defense Informant Program, including contacting informants and reading logs.
- (3) Total number of days spent on police schools.

Mr. Glavin advises that there is no objection to such entries on Form FD-113; that, however, the Chief Clerk's Office does not need this material.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable. As pointed out by SAC Hood, SAC Letter dated August 22, 1950, required that a separate monthly report concerning the development of criminal informants include provision for showing the number of Agent-days devoted to development of informants. However, the Committee feels that in all probability this information will be needed by the Investigative Division only for a limited period time and that the requirement for such data will be discontinued before an additional supply of Form FD-113 is printed. As previously indicated, the Chief Clerk's Office does not use this information.

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EX-36

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cc-Mr. Mohr
Mr. Clegg
SJE:MG:P

ORIGINAL FILED IN

THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

~~MANUAL INSERT~~

~~BIOLOGICAL WARFARE SABOTAGE~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 C/BH

On November 10, 1950, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McIntire for Clegg, McGuire for Nichols, Sizoo, Rosen, Mohr and Belmont, recommended that the attached insert be incorporated in Section 86 of the Bureau Manual dealing with sabotage. This insert furnishes the field with information to guide the field in the handling of information and complaints dealing with biological warfare.

The insert is based on an opinion furnished by the Department on a series of hypothetical instances involving biological warfare sabotage. Inasmuch as the Department stated that under certain circumstances a violation of the Sabotage Statute may exist, it is believed that the Department's answer should be incorporated in full in the Manual of Instructions.

The Executives Conference unanimously recommended the inclusion of this insert in the Sabotage Section of the Manual. In the event you approve, it will be incorporated.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

Attachment

AHB:mer

RECORDED - 33
INDEXED - 33

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NOV 18 1950

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52 NOV 22 1950
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THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5 C/bhp

USE BY BUREAU OF PARAPHRASES OF
PHOTOSTATIC COPIES OF NEWSPAPER ARTICLES
AND OTHER PUBLICATIONS PROTECTED BY COPYRIGHT

On November 10, 1950, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McIntire for Clegg, McGuire for Nichols, Sizoo, Rosen, Mohr and Belmont, considered the problem which has arisen in connection with the loyalty investigation of Governor Ernest Gruening as to whether the Bureau can disseminate photostatic copies or paraphrases of newspaper articles protected by copyright without first securing the permission of the copyright owner.

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This problem arose in connection with the investigation of Gruening when Attorney [redacted] Copyright Section, Library of Congress, expressed the opinion the Bureau might be violating copyright laws by using photostatic copies of or paraphrases of newspaper articles protected by copyright, or appearing in copyright newspapers, in connection with any kind of Bureau investigation. On October 19, 1950, the Department's advice was solicited as to whether Attorney [redacted] position in this matter was correct and whether the Bureau could disseminate pertinent newspaper articles concerning Governor Gruening without permission from the various newspapers in which they appeared. On October 27, 1950, Peyton Ford advised that any copying of copyrighted material was technically an infringement whether or not actual injury resulted to the copyright owner; that even where copying does not result in injury the copyright owner may still be able to recover statutory damages; that notwithstanding many libraries furnish photostatic copies of pages or articles from copyrighted books, magazines and newspapers, this being a common practice doing back many years and copyright owners have generally refrained from bringing suit; that the Library of Congress itself furnishes photostatic copies of copyrighted publications for use as court exhibits possibly on the theory that this constitutes a fair use of the copyrighted material; that a careful examination of the authorities indicates Government officials are personally liable for infringement of copyrights and copying of copyrighted material for Government use might be regarded as an infringement; that it seems likely, however, the "fair use doctrine" might be interpreted by courts as sanctioning the practice of many libraries traditionally have followed. With specific reference to the investigation of Governor Gruening, Peyton Ford stated

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cc: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 35

INDEXED - 35

NOV 21 1950

34

54 NOV 22 1950

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that "for the purposes of the present investigation it is felt that the making of photostatic or typed copies of the documents mentioned or paraphrases thereof would be a fair use of the copyright material, particularly, in view of the fact that it would not appear to injure the copyright owner by prejudicing his sales or diminishing his profits. However, if it is practicable, permission of the copyright owners should be sought and obtained to avoid the possibility of technical infringement."

Upon receipt of the Department's advice in this regard, the Loyalty Section recommended that the articles in question be used as exhibits without obtaining the expressed permission of the newspapers involved even though Peyton Ford had indicated that it should be done if practicable to avoid the possibility of technical infringement. This recommendation was based on Mr. Ford's opinion that such use of photostatic copies of the newspaper articles would appear to be a fair use of the copyright material, particularly in view of the fact it would not appear to injure the copyright owner by prejudicing his sales or diminishing his profits.

In connection with this recommendation, Mr. Tolson recommended we should secure the necessary approval or send the photostatic copies to the Department and let Ford decide whether to forward them to the Civil Service Commission. The Director agreed and also noted with respect to the fact that Government officials are personally liable for infringement of copyrights and copying of copyright material for Governmental use might be regarded as an infringement that "we should note this law and be guided accordingly at all times."

In considering this matter before the Executives Conference, it was pointed out that this problem would not be singular to the investigation of Governor Gruening but would arise frequently in connection with various type investigations conducted by the Bureau. If we are required to trace the copyright owner and secure his permission every time we desire to use in our reports a paraphrase or photostatic copy of a newspaper article, the expeditious completion of many of our investigations would be seriously hampered. Aside from the fact that some of the newspapers we might have to contact would be unfriendly and possibly give publicity to such action on our part, it is believed probable many newspapers would refer their requests to their legal staffs prior to giving us a final decision in the matter. Prolonged delays in the completion of our investigations might result awaiting the decision of some copyright owner.

In the Gruening case itself there are numerous articles involving several newspapers, some of which date back as far as 1914. It is possible some of the newspapers involved may be no longer in existence or have changed management. This factor would also arise undoubtedly in other cases. Further, newspaper articles often do not reflect on their face whether they are protected by copyright which would necessitate a check to determine whether the newspaper in which the article appeared is a copyrighted paper. The mere tracing of the copyright owner would be a time consuming proposition.

Concerning Mr. Tolson's alternative proposal that we send the photostats in the Gruening case to the Department and let Ford decide whether to forward them to the Civil Service Commission, it was pointed out all the reports in the case have not been received and we do not as yet have all the photostats; that, as previously noted, the articles in many instances do not show on their face whether they are copyrighted which would require us to make a check to see if the newspaper is copyrighted before we send the material to Ford; that Ford on the basis of an examination of the articles might not give us any more definite advice than he already has and, if after an examination of the articles he still maintained we should secure permission of the copyright owners, we would be in no better position and would have delayed the completion of the Gruening case by the time consumed in getting the articles ready, transmitting them to him and awaiting his decision; that the submission of the material to him in the Gruening case would not solve the problem in so far as it pertains to a matter of general policy affecting our over-all investigative and reporting operations.

It was unanimously agreed upon by the Executives Conference that we should re-present this problem to the Department since (1) this problem would relate to many type investigations conducted by the Bureau thereby having a wide-sweeping effect upon our present investigative and reporting operations; and (2) any procedure whereby we would be required to secure permission of copyright owners before using photostatic copies or paraphrases of articles deemed absolutely pertinent to the complete reporting of the investigation would seriously hamper the expeditious completion of our investigations.

The Department has already indicated that our use of this material appears to be a "fair use" particularly since it did not appear to injure the copyright owner by prejudicing his sales or diminishing his profits. The Department has further indicated we should secure permission of the copyright owners to avoid the possibility of technical infringement if it is practicable to do so. Considering the

above factors, it would not appear to be a practical measure and it was felt that we should bring to the attention of the Department that this is not a problem singular to the Gruening case but is a general policy matter effecting a high percentage of the various type investigations conducted by the Bureau, thereby making it an impracticable measure to secure the permission of the copyright owner in every instance where we desire to paraphrase or photostat newspaper articles protected by copyright.

It is suggested that this matter be discussed with Assistant Attorney General Abraham J. Harris, or directly with Peyton Ford if you desire, pointing out the problems, as set forth above, in an effort to secure the Department's approval as a practical matter of general policy, for the Bureau to use photostatic copies or paraphrases of newspaper articles without first securing the permission of the copyright owner.

Respectfully,
For the Conference

Clyde Tolson

I think Belmont
should contact
Harris at once

11-17

Yes

THE DIRECTOR

November 14, 1950

THE EXECUTIVES CONFERENCE

~~INVENTORY OF BUREAU CIPHER PADS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5CJ/STK

On November 14, the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, McIntire, McGuire, Sizoo, and Harbo, was advised that all field offices and legal attaches have cipher pads. The Conference considered the suggestion that basically the same system of inventory records used by the Bureau concerning codebooks and other non-expendable property be applied to cipher pads. This will provide a uniform system of maintaining inventory and provide a tighter control over this highly important material.

The Conference agrees with the Laboratory proposal that:

- (1) An immediate inventory be made of cipher pads in each office and submitted to the Bureau for checking against our records;
- (2) A monthly check be required in each field office with a report to be submitted to the Bureau only if a discrepancy is noted;
- (3) Starting with the next biennial inventory, cipher pads will be included with codebooks and other non-expendable property.

If the Director approves the Conference recommendation, the attached letter to all SACs and the letter to legal attaches should go forward.

Respectfully,
For the Conference

Clyde Tolson.

Attachments

DM:AF

cc-Lt. Clegg

Lt. Mohr

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RECORDED - 26

INDEXED - 26

66-2554-8269

NOV 21 1950

34

54 NOV 22 1950

cc: Mr. Ladd
Mr. Rosen
Mr. Hargett
Mr. Schmidt

The Director

November 15, 1950

The Executive Conference

ADMINISTRATIVE MATTERS ORIGINAL CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 C/PK

Pursuant to the recommendation of the Executive Conference of November 2, 1950, approved by the Director, there is attached a proposed Bureau Bulletin reemphasizing previous Bureau instructions as to the necessity of maintaining and exceeding the Bureau's accomplishments in original matters.

ADMINISTRATIVE MATTERS

That the attached Bureau Bulletin be forwarded to the Field.

Attachment

Unanimously approved by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Lingo, McGuire for Nichols, Belmont for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

cc: Mr. Clegg
Mr. Mohr

Respectfully,
For the Conference

Clyde Tolson

FHS:mw

RECORDED - 26

NOV 21 1950

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54 NOV 22 1950

THE DIRECTOR

11-16-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY sp-5 cjp/hx

INTERNATIONAL CRIMINAL POLICE COMMISSION

On 11-16-50, the Executives Conference, with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, J. A. Sizoo, J. J. McGuire, L. E. Laughlin and H. H. Clegg present, considered the cablegram from Legal Attache West, Paris, France, concerning the International Criminal Police Commission.

The cablegram advises that President Louwage of the ICPC has not notified other countries that the FBI has terminated membership in that organization and does not plan to do so until after the meeting of the Executive Committee next month. The ICPC requested that the Bureau continue to handle requests transmitted through the ICPC until the other countries have been advised of the change in procedure. Mr. West was assured by the Assistant Secretary General of the Commission that such notification would be sent to the other members prior to December 31, 1950, when our membership ceases. Mr. West recommended that the Bureau handle the investigation transmitted through the ICPC concerning [redacted] as requested by the Zurich, Switzerland, authorities since the Bureau is still technically a member of the ICPC and he further requested that the Bureau inform the ICPC headquarters they should immediately notify other countries of the procedure whereby the Bureau will in the future deal directly with the interested authorities in each country.

You will recall that the Bureau has terminated its membership in the ICPC upon the termination of the effective dues date, which dues have been paid through December 31, 1950. The Bureau has also informed the ICPC by letter dated October 18, 1950, that we will in the future handle inquiries and requests from law enforcement agencies of other countries on a direct basis and it was suggested that a letter be sent out by the Commission advising the members that they should communicate directly with the FBI.

On November 4, 1950, the ICPC headquarters at Paris transmitted a request from the police authorities of Zurich, Switzerland, requesting some inquiries concerning [redacted]. On the cablegram from Mr. West, the Director inquired "Shouldn't we consider notifying all members direct?"

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference recommended that a letter be sent to the appropriate police authorities of each of the countries

Attachments

cc-Mr. Mohr
Mr. Clegg

Tolson
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54 NOV 22 1950
HHC:DLG

NOV 21 1950

66-2554-8271

RECORDED - 31
INDEXED - 31
[Handwritten signature]

that are members of the ICPC, except those within the Iron Curtain regions, advising that in the future they should deal directly with the FBI. The phraseology for such a letter for approval or modification is attached and, after approval, it will be dispatched to the various members of the ICPC, except those within the Iron Curtain. There is also attached a letter to Lowage, advising that the action of notifying the other members has taken place. It was the recommendation of the members of the Executives Conference that the letter to Lowage be sent one week after the other individual letters have gone out. Therefore, the letter to Lowage is undated and, if approved and it is agreeable, it will be transmitted one week after the individual letters have been transmitted.

It was also recommended that the inquiries concerning [redacted] which had been requested through the ICPC by the Zurich, Switzerland authorities, be made by the Bureau and the reply sent directly back to the authorities in Zurich rather than to the ICPC.

b6
b7C

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

The Director

November 15, 1950

The Executives Conference

~~VETERANS ADMINISTRATION MATTERS~~
~~(SERVICEMEN'S READJUSTMENT ACT OF 1944)~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/71 BY SP-5C/bjw

Pursuant to the Executives Conference approval on November 2, 1950, there is attached an SAC Letter to the Field reiterating instructions to obtain additional cases in this category which would provide a potential source of additional accomplishments for the Bureau.

Attachment

JRA:nbl

cc Mr. Mohr
Mr. Clegg

Unanimously approved by the Executives Conference with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 80

INDEXED - 80

EX - 107

NOV 21 1950

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54 NOV 24 1950

The Director

November 17, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5CJ/bx

The Executives Conference of November 16, 1950, consisting of Messrs. Ladd, Tracy, Rosen, Laughlin for Belmont, McGuire for Nichols, Sizoo, Clegg, Mohr, Harbo and Glavin, considered a memorandum submitted by Mr. Tracy to Mr. Tolson concerning the Special Agents Insurance Fund, wherein Mr. Tracy suggested that a communication go forward to all members of the Special Agents Insurance Fund, pointing out the undesirability of striving to include retired Special Agents in the Fund and continued efforts for an increase in the amount of the benefit which is to be received under the Fund.

For the Director's information, Mr. Tracy's suggested communication to all members of the Special Agents Insurance Fund points out briefly that the Special Agents Insurance Fund is really job insurance and not life insurance, and that the Insurance Fund should not be misused by Agents for life insurance purposes; that they should have life insurance programs separate and apart from the job insurance under the Special Agents Insurance Fund.

Mr. Tracy pointed out to the Conference that he felt that a communication, such as this, going to the Special Agents who are members of the Fund would result in the Agents giving more careful consideration to suggestions made in connection with the administration of the Fund and that there would be a lessening of the number of suggestions which point to the expansion of payments from the Fund rather than being held as at present.

The Conference felt that it would be highly undesirable for the Director to send the communication suggested by Mr. Tracy to members of the Special Agents Insurance Fund. Mr. Clegg pointed out that regardless of what we feel at the present time, the Special Agents Insurance Fund is a life insurance fund, has been for years and is considered such by members of the Fund. It was pointed out that certain members of the Fund might not take kindly to the suggested letter and the Conference was unanimous, after a discussion of this matter, that no such communication should go forward to members of the Agents Insurance Fund under the Director's signature. Mr. Ladd pointed out that the matters suggested in the proposed communication can in the future, as they have in the past, be discussed with Special Agents coming in for In-Service, with Special Agents in Charge, and others as opportunity presents. The Conference recommends no further action in connection with Mr. Tracy's suggestion at this time.

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CC: Mr. H. H. Clegg

54 NOV 22 1950

RECORDED - 80
Respectfully,
For the Conference

INDEXED - 80

Clyde Tolson

EX - 107

166-2554-8273
NOV 21 1950

W
Clyde Tolson

RE: W.F.

THE DIRECTOR

November 16, 1950

cc-Mr. Clegg

Mr. Harbo EXCLUDED CONFERENCE

MINIATURE RADIO TRANSMITTERS

On November 10, the Conference, composed of Ladd, Glavin, Tracy, Mohr, Clegg, Sizoo, McGuire, Laughlin, Rosen, and Harbo, was advised of the Laboratory suggestion that the Bureau purchase 12 miniature radio transmitters at a total cost of \$2,585. Three would be battery-operated and 9 would be designed to operate using normal house current. The Bureau presently has 3 miniature transmitters and they have been used to give microphone coverage in situations where it has been impossible to make a regular microphone installation. At present we are not able to comply with all requests from the field for this type of equipment for the use indicated above.

The Conference recommends the purchase of 12 miniature radio transmitters, 3 units to be battery-operated and 9 units to operate on normal house current; total cost \$2,585.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIB/BJ
G. I. R. -7

RECORDED - 80

INDEXED - 80

EX - 107

166-2554-8274
NOV 21 1950
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54 NOV 22 1950

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THE DIRECTOR

11-10-50

THE EXECUTIVES CONFERENCE

FUGITIVES - DEADLINES FOR FUGITIVE LEADS

The Executives Conference on November 2, 1950, and subsequently the Director approved the reinstitution of a 30 day deadline for the handling of all leads in fugitive cases, for a trial period effective November 25, 1950 and extending through December 31, 1950. It is hoped that fugitive accomplishments will be materially increased by this means.

ACTION BEING TAKEN:

Attached for approval is a Bureau Bulletin instructing the field as to reinstitution of a 30 day deadline in fugitive cases. It is suggested this Bulletin be printed for immediate distribution.

Unanimously approved by the Executives Conference on November 10, 1950, with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY 8-561/bs

RECORDED - 80

166-2554-8275
NOV 21 1950

cc-Mr. Clegg
cc-Mr. Mohr
AR:LS

cc-Mr. Clegg
cc-Mr. Mohr
cc-Mr. Glavin
cc-Mr. Nichols
cc-Mr. Sizoo
cc-Mr. McGuire
cc-Mr. McIntire
cc-Mr. Harbo
cc-Mr. Mohr
cc-Mr. Belmont
cc-Mr. Ladd
cc-Mr. Rosen

54 NOV 24 1950

THE DIRECTOR

November 10, 1950

THE EXECUTIVE CONFERENCE

REPORT FROM INTERSTATE SHIPMENT
STATISTICAL RECORDING UNIT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CBT

The Executive Conference by memorandum dated November 8, 1950, approved the suggestion that a Bureau Bulletin be sent to the field re-emphasizing the need for developing theft from interstate shipment cases. A proposed Bureau Bulletin is attached.

The proposed Bureau Bulletin was unanimously approved by the Executive Conference on November 10, 1950, with Messrs. Tolson, Glavin, Tracy, Ladd, Nichols, Mohr, Clegg, Rosen, Harbo, Egan, Belmont, and Rosen in attendance.

cc-66-1200-15

Respectfully,
For the Conference

cc-Mr. Mohr
Mr. Clegg

Clyde Tolson

WFS:RCH

RECORDED - 76

INDEXED - 76

166-2554-8276

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NOV 22 1950

THE DIRECTOR

October 25, 1950

THE EXECUTIVES' CONFERENCE

REPORT WRITING
NUMBER OF COPIES OF ADMINISTRATIVE
REPORTS IN SECURITY TYPE CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/2/91 BY SP-5CJ/0172

On October 25, 1950, the Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Mohr, Rosen, McIntire for Clegg, McGuire for Nichols, and Laughlin for Belmont, considered the attached proposed Bureau Bulletin. This Bulletin advised the field that in the future only two copies of "administrative" reports need be submitted instead of five, as presently required in security type cases.

By SAC Letter No. 94 dated October 10, 1949, the field was advised that it was permissible to prepare reports recording intelligence information without distinguishing between the type of information recorded in the body of the report and that contained in the administrative pages. Such reports are not intended for dissemination outside the Bureau and in all instances the word "Administrative" appears above the Synopsis.

Since reports of this nature cannot be disseminated, it is felt that the number of copies required for Bureau purposes could be reduced from five to two. This will result in the saving of stenographic time in the field, paper, and file space at the Seat of Government.

The Conference unanimously recommended approval of the attached Bulletin. In the event you agree, it will be disseminated.

Respectfully,
For the Conference

RECORDED - 60

INDEXED - 60

Clyde Tolson NOV 1 1950

12

CC: Mr. H. H. Clegg
Mr. J. P. Mohr

Attachment
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Handwritten initials and signatures, including "JH" and "AB".

The Director

November 15, 1950

The Executives' Conference

WHITE SLAVE TRAFFIC ACT - DEVELOPING
SOURCES FOR REPORTING NEW CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/25/ BY SP-5 CBY

Pursuant to the recommendation made November 2, 1950 by the Executives' Conference, which was approved by the Director, a proposed SAC Letter is attached calling to the attention of the field the necessity for developing sources of information and informants who will report violations of the White Slave Traffic Act.

Unanimously approved by the Executives Conference with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Attachment

FOR INFO

Glyde Tolson.

cc - Mr. Clegg
Mr. Mohr

RECORDED - 15
INDEXED - 15

EX - 107

166-2554-8278
NOV 22 1950

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54 NOV 22 1950

THE DIRECTOR

November 10, 1950

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/2/91 BY SP-5/BJP

ADP
*DETCON

MAINTENANCE OF FORMS IN RESIDENT AGENCIES

On November 10, 1950, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, McIntire for Clegg, McGuire for Nichols, Sizoo, Rosen, Mohr and Belmont, considered the suggestion of the Indianapolis, Philadelphia and Seattle Offices that they be allowed to maintain in Resident Agencies sealed packages of forms to be used at the time the Detcom Program is placed in operation. These Offices pointed out that many of the Resident Agencies are a considerable distance from the Field Office and if the Detcom Program was placed into effect, valuable time would be lost in an effort to get these forms to the Resident Agencies.

At the present time the following forms have been sent to the Field Offices where they are kept under seal awaiting the initiation of the Detcom Program:

1. Apprehension Notice and Register.
2. Receipt for Apprehended Person
3. Receipt for Property
4. Consent of Owner or Occupant to Permit Search of Premises

Samples of these forms are attached hereto.

The Executives Conference was of the unanimous opinion that permission should be given to the Field Offices to maintain sealed a sufficient number of these forms in the Resident Agencies under the control of the Senior Resident Agent for use when the Program is placed in operation. It was felt that the blank forms do not present a security risk inasmuch as they do not contain any information.

In so far as any additional forms are concerned such as copies of the Master Apprehension Warrant and Master Search Warrant, the Executives Conference recommended that authority to send such forms to the Resident Agencies should be considered separately at such time as the Department completes them, dependent upon the information contained thereon.

NOV 21 1950

Attachment

CC: Mr. H. H. Clegg

Mohr

AHB:mer

RECORDED - 33

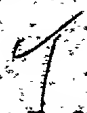
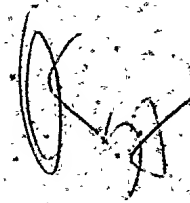
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54 NOV 24 1950

In the event you approve the attached SAC Letter
will grant authority to the field to maintain these forms
in the Resident Agencies.

Respectfully,
For the Conference,



Clyde Tolson

THE DIRECTOR

11-4-50

JOINT COMMITTEE

b6
b7C

SAVINGS: None
AWARD: None

SUGGESTION NO. 548

EMPLOYEE: SA [REDACTED]
ST. LOUIS OFFICE

VALUE OF CONFIDENTIAL SOURCE INDEX
IN RESIDENT AGENCIES

MEMBERS PRESENT: H. H. Clegg
E. T. Harbo
S. E. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJB

SUGGESTION:

Executive Conference

That Confidential Source index cards be maintained in Resident Agencies where locked cabinets or file drawers are available so that these cards may be available for the use of the various Resident Agents.

In support of this suggestion, it was pointed out that there is a large volume of Confidential Sources as compared to Confidential Informants and, if these Confidential Sources are not contacted regularly, it would be difficult for Agents to remember names and locations. Present rules permit retention of index cards on confidential sources only in the Divisional headquarters office.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee was unanimously opposed to this suggestion for the reasons that:

- (1) Questionable security would exist.
- (2) It is not felt that there are such sizeable quantities of Confidential Sources that Agents should not be familiar with both their names and locations.
- (3) It is felt that Confidential Sources should be regularly utilized and for this reason Resident Agents should familiarize themselves with their names and addresses and, in fact, should be personally acquainted with such persons.

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cc-Mr. Mohr
Mr. Clegg

SKM:

SEK: DMC

54 NOV 27 1950

RECORDED - 35

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75 NOV 21 1950

EX.

THE DIRECTOR

11/7/50

JOINT COMMITTEE

b6
b7C

SUGGESTION NO. 567

SAVINGS: None

EMPLOYEE: [REDACTED]

AWARD: None

INDIANAPOLIS OFFICE

REPORT WRITING - DESCRIPTIVE DATA

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/2/91 BY SP-5C/bwp

SUGGESTION: That descriptive data about the subject of a case be placed in the first paragraph of every communication when this information is available and would be helpful.

It was pointed out that this would be of assistance in readily identifying the subject when checking the field office indices.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The practice at present is usually to include descriptive information relative to the subject in the latter portion of investigative reports. It can readily be located, and it would interfere with the orderly arrangement of reports to place this information first in the report. With reference to communications other than reports, information of a descriptive nature is generally placed in the closing portion of the communication and can readily be located there. Consequently, the Joint Committee felt that there was no real necessity for making the proposed change.

EXECUTIVE CONFERENCE

cc: Mr. Clegg
Mr. Mohr

ES:dgh

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RECORDED - 88

66-2554-8281
NOV 22 1950

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56 FEB 23 1951

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-8281

The Director

November 16, 1950

The Executive Conference

USE OF CORRESPONDENCE TO LOCATE DELINQUENTS
SELECTIVE SERVICE ACT, 1948

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CJP/DAK

PURPOSE

To recommend approval of the attached Bureau Bulletin and correspondence forms authorizing the field to make a limited use of correspondence in locating delinquents under the Selective Service Act of 1948, prior to active investigation.

BACKGROUND

During World War II the field was authorized to use correspondence with the delinquent, his listed employer, and other persons in an effort to locate delinquents and secure their compliance with the Selective Training and Service Act of 1940. In that connection, certain correspondence forms were also approved.

At the time this correspondence was authorized in 1941, there were 32,240 cases pending under the Selective Training and Service Act of 1940. As of October 31, 1950, there were only 2,759 cases pending under the Selective Service Act of 1948.

In view of the comparatively small number of cases pending under the 1948 Act, it is not believed that the use of correspondence should be authorized in all cases, especially since our experience under the 1940 Act indicated that, while the correspondence was moderately successful when the delinquencies were not wilful, it resulted in delay and in informing the delinquent of the Bureau's interest in many cases where the delinquency was wilful.

Inasmuch as the 1948 Act was not used to augment the Armed Forces between February 1, 1949, and August 31, 1950, a large number of delinquencies developed because the local boards were understaffed and registrants felt there was no need of keeping in touch with their boards. It is believed that many of these delinquencies are not wilful and that the use of correspondence might be helpful in locating a number of persons who became delinquent during the above period.

It is also believed that the correspondence would be helpful where the delinquents are veterans as indicated by their Selective Service files since their delinquencies are probably not wilful and they are not subject to induction at the present time.

RECORDED - 84

NOV 27 1950

EX - 36

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Mr. Clegg
Mr. Mohr
Mr. Egan

Attachments

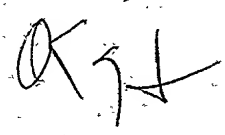
Memorandum for the Director

RECOMMENDATION

It is recommended that the attached Bureau Bulletin be approved authorizing the use of correspondence in locating delinquents as outlined above. The correspondence forms attached to the proposed Bulletin are those which were approved for use under the 1940 Act.

Unanimously approved by the Executives Conference today with Messrs. Laughlin for Belmont, McGuire for Nichols, Sizoo, Mohr, Glavin, Tracy, Harbo, Glegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference


Clyde Tolson

The Director

November 17, 1950

The Executives' Conference

* PROPOSED INVESTIGATIONS BY THE STATE
DEPARTMENT OF ALIENS IN FOREIGN COUNTRIES
TO BE HIRED ON VOICE OF AMERICA PROGRAM
UNDER PUBLIC LAW 843, 81st CONGRESS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIP/HT

PURPOSE

Under Public Law 843, 81st Congress, Chapter III, the State Department is authorized to employ aliens outside of the United States and to bring them here for use on the Voice of America Program. We have informally agreed to make investigations of such aliens who have previously resided in the United States or its territories. There is a question as to whether IAMS will also make an investigation of these aliens in view of its responsibility under the McCarran Act (Public Law 831) for the admissibility of aliens to the United States.

BACKGROUND

Public Law 402, 80th Congress, Section 1001, provides for the investigation by the FBI of persons who are citizens of the United States or alien residents in the United States to be employed on the VOA Program prior to their employment.

The 81st Congress, however, passed Public Law 843, which authorizes the State Department to employ aliens outside of the United States for use on the VOA Program and to bring such aliens into the United States for that purpose. Chapter III thereof provides "that such aliens shall be investigated in accordance with procedure established by the Secretary of State and the Attorney General."

Previously the Bureau informally advised Mr. [redacted] in the Office of Deputy Attorney General Ford that the Bureau had no criticisms or suggestions to offer concerning these proposed investigations by the State Department in foreign countries which involve people who are residing in the foreign countries except that:

"1. The FBI should be furnished with a copy of the Personal History Statement and the investigative reports concerning any such person who is hired under the VOA Program, and

"2. In any instance wherein investigation is indicated within the United States due for instance to a prior residence in the

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cc - Mr. Clegg
Mr. Mohr

RECORDED - 84
INDEXED - 84

NOV 27 1950

DEC 1950

Memorandum for the Director

United States by the person presently under consideration, such investigation should be conducted by the FBI provided of course the Bureau is requested to do so before the individual is hired by the State Department."

Mr. Carlisle H. Humelsine, Deputy Under Secretary of State, in a letter to Mr. Ford on October 23, 1950, outlined for his consideration the plan for these investigations. He stated that the FBI will be requested to conduct an appropriate investigation of persons who have previously resided in the United States or its territories and will furnish the FBI with a copy of the overseas investigation of all aliens hired abroad together with a copy of his Personal History Statement.

Mr. Abraham Harris, Assistant Attorney General, in reviewing the matter pointed out that the McCarran Bill (Public Law 831) was not taken into consideration; that Public Law 843, while it became law four days after the passage of the McCarran Bill, its proviso regarding the hiring of aliens is not couched in terms that makes the immigration provisions of the McCarran Bill (Section 22, Internal Security Act) inapplicable or inconsistent. Section 22, in brief, deals with the eligibility of aliens for admission to the United States.

He, therefore, suggested that I&NS, under the McCarran Bill, be requested to make an investigation of all aliens who have previously been in the United States or its territories; that the State Department should furnish to I&NS, as well as to the FBI, a copy of all overseas investigations of aliens who are hired abroad and a copy of the alien's PHS; and that this information should be furnished before hiring in view of the question of admissibility of aliens under the New Internal Security Act.

The correspondence previously referred to is attached and Mr. Ford has requested the Bureau's views.

RECOMMENDATION

The Conference therefore unanimously recommended that (a) inasmuch as we are not obligated by law to conduct investigations of aliens under Public Law 843 which authorizes the State Department to employ aliens outside of the United States for use on the Voice of America Program and bring such aliens into the United States for that purpose, and that (b) inasmuch as the McCarran Bill (Public Law 831) authorizes the Immigration and Naturalization Service to pass upon the eligibility of aliens for admission to the United States, the Bureau should, therefore, advise the Department that it would appear I&NS should conduct all investigations involving aliens entering the country whether they resided in the United States heretofore or not. We, of course, could make a name check for I&NS or the State Department, whichever agency requested it.

Memorandum for the Director

The Executives Conference considered the problem on November 10, 1950, with Messrs. Tolson, Glavin, Tracy, Sizoo, McGuire for Nichols, McIntire for Clegg, Harbo, Mohr, Belmont, Ladd and Rosen in attendance, and again considered this problem on November 17 and the above recommendation was unanimously approved, the same persons being in attendance except Mr. Clegg attended, rather than Mr. McIntire.

If approved, our views will be transmitted to Peyton Ford. We have made available to Immigration and Naturalization Service, in accordance with Harris' request, the papers which he forwarded to us in order that Immigration and Naturalization would have an opportunity to express its views on the material.

Respectfully,
For the Conference

1
Clyde Tolson

Executive Conference

THE DIRECTOR

11-3-50

JOINT COMMITTEE

SAVINGS: None
AVALD: None

SUGGESTION NO. 545

EMPLOYEE: SA JOSEPH P. McMAHON
CHICAGO DIVISION

SUBMISSION OF REPORTS RE TOP FUNCTIONARIES
AND KEY FIGURES

72252

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5A/BW

SUGGESTION:

That reports relative to Top Functionaries of the Communist Party be submitted once each 6 months instead of 3 months as now required and that similar reports relative to Key Figures be submitted once every year instead of once each 6 months.

In support of this suggestion it was pointed out that the submission of these reports at more infrequent intervals would save considerable Field time and would make the time which was saved available for other important matters, especially the addition of new subjects to the Security Index file.

JOINT COMMITTEE CONSIDERATION:

It is the unanimous opinion of the Joint Committee that, during the present critical period the reduction of investigative activities relative to the leaders of the Communist Party and splinter groups is highly inadvisable and for this reason, it is felt that there should be no change in the existing procedure.

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66-2557-8284

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146 NOV 25 1950

EX. - 36

RD

JHJ

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cc-Mr. Mohr

11/3/50

SJK:DMG

The Director

November 14, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/27/91 BY SP-5 CIB

The Executives Conference of November 14, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Belmont, Ladd, F. H. McIntire for Clegg, McGuire for Nichols, Sizoo, Tracy and Glavin, considered the forwarding of instructions to the field and to the various divisions at the Seat of Government concerning overtime.

It was pointed out to the Conference that a great number of questions will arise as to what should and should not be counted as voluntary overtime.

Mr. Tracy pointed out to the Conference that ~~he recalls~~ some years back when it was necessary for the Bureau to secure reports of the overtime performed by Special Agent personnel; that considerable difficulty ensued and it was finally determined that the needs of the Bureau could best be served by having the overtime report subdivided as to travel overtime performed and regular overtime voluntarily performed. The majority of the Conference, after a discussion of this matter, including Messrs. Tolson, Tracy, Belmont, Ladd and McGuire, recommended that the overtime reports submitted to the Bureau be subdivided as to travel overtime and regular overtime. Messrs. Harbo, Mohr, McIntire, Sizoo and Glavin recommended that one overtime report be submitted to the Bureau, and that to include all overtime services performed on a voluntary basis in the field.

I share view held by Tolson et al. H.
The Conference was unanimous in recommending that the following should not be counted as overtime:

1. Time after working hours consumed in travel to *or from* In-Service or special assignment to Washington.
2. Travel on transfer or special assignment.
3. Messrs. Tolson and Tracy recommended that no credit for voluntary overtime be given for any travel performed to and from court assignments. Mr. Tolson pointed out that such travel outside of regular office hours could not by any stretch of the imagination be considered as voluntary overtime and he felt that no credit should be given for such travel whether it be by common carrier, Bureau owned automobile or personally owned automobile. Messrs. Harbo, Mohr, Belmont, Ladd, McIntire, McGuire, Sizoo and Glavin recommended that no overtime be credited for travel to and

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CC: Mr. H. H. Clegg

Mr. Mohr

NOV 28 1950

URG. VH

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NOV 27 1950

66-1554-8285

Memorandum for the Director

from court assignments when common carrier facilities are utilized. They felt, however, that if Bureau owned or personally owned automobile was utilized and travel was made after office hours, that the Agent performing the travel should be credited with overtime services performed.

I have seen Tolson & Tracy
4. Messrs. Tolson and Tracy are opposed to crediting voluntary overtime for any travel within the District which is made for the purpose of attending conferences, firearms training, technical training or other special assignment at the headquarters city, feeling that such travel, even though made after office hours, cannot fall within the category of voluntary overtime performed. Messrs. Harbo, Mohr, Belmont, Ladd, McIntire, McGuire, Sizoo and Glavin recommended that no credit be given for voluntary overtime services performed for travel within the District for conferences, firearms training, etc., at the headquarters city or returning to Resident Agency cities or road trip after such conferences when common carrier facilities are utilized. They feel that if an Agent performs such travel after the close of the business day, driving an automobile to the headquarters city and returning to his road trip or Resident Agency territory from the headquarters city after regular working hours, that he should be given credit for such overtime services performed. Mr. Tolson wished to point out in this particular item that the men would not be performing overtime services; that they would be merely traveling and no investigative work would be performed by them during such travel.

In summation, Messrs. Tolson, Tracy, Belmont and McGuire recommend that the field be advised as follows in connection with the recording of overtime ~~payments~~; that no overtime shall be counted for the following travel: *A H*

1. Travel to or from In-Service or special assignment at Washington, D. C.
2. Travel on transfer or special assignment.
3. Travel to and from court assignments.
4. Travel within the District for conferences, firearms instruction, technical training, etc., at the

Memorandum for the Director

headquarters city and return travel to Resident Agency cities or return to road trip from headquarters city after such conferences.

5. The only overtime to be reflected in the travel overtime is that overtime which arises while the Agent is traveling from one point to another in his field office district. This travel time covers all overtime performed while a Special Agent is en route from one city to another either by automobile, plane, or regular common carrier.

6. Under the regular overtime classification, that credit be given for voluntary services performed after the close of the regular business day on investigative assignments and, insofar as Agents assigned to the headquarters city are concerned, that they be given credit for overtime services performed from the end of the business day until the hour they sign out each evening. Further, that a man beginning his business day before regular office hours be given credit for overtime services performed if such services fall within the minimum time units which may be credited as overtime service performed.

7. That no overtime services be credited to any employee either at the beginning of the business day or at the end of the business day unless such employee has actually performed overtime services of at least fifteen minutes or more.

The remainder of the Conference is in agreement with items number 1, 2, 5, 6 and 7, and those who are opposed to a split of the overtime into regular overtime and travel overtime recommend that in the event such overtime is split, that travel overtime be permitted to be recorded when travel to and from a court assignment is made by other than common carrier and when travel within the District for conferences, etc., at the headquarters city and return to the District from the headquarters city is made by transportation other than common carrier, it being pointed out that we are endeavoring to secure a longer productive work day, and an Agent who will work through to the end of the business day and then proceed on his next assignment is giving the Bureau the benefit of additional working hours, it being pointed out that he could perform such travel during the regular working day and still not be subject to criticism.

Pending the Director's decision in this particular matter, no further action is being taken regarding it.

Respectfully,
For the Conference

SAC, WASHINGTON FIELD

11/13/50

DIRECTOR, FBI

STOP NOTICES

Reurlet 11/6/50, suggesting in view of the volume of stop notices to be placed by the Washington Field Office that you be authorized to place these requests from other offices and the correspondence relative thereto in an administrative file rather than opening an individual case file on each such request.

It appears that this procedure should save considerable work in your office and should get the same results. You are authorized to place this procedure into effect as outlined in your letter.

FHMc:dgh

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DATE 8/2/91 BY SP-5 CJP/PTP

Approved by Executives Conference 11/10/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Sizoo and F. H. McIntire.

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142 NOV 21 1950

ORIGINAL FILED IN
INTELLIGENCE DIVISION

55 NOV 25 1950

THE DIRECTOR

November 20, 1950

THE EXECUTIVES' CONFERENCE

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DATE 8/2/81 BY SP-SCI/bw

COMMUNIST PARTY, USA

(Suggested Discussion of Communism by Authorized
Bureau Speakers)

At the Executives' Conference, November 17, 1950, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, McGuire (for Mr. Nichols), Rosen, Tracy, Mohr, Sizoo, and Belmont, the Conference considered the suggestion of Special Agent Edward J. Kirby, of the San Diego Field Division, that the Bureau prepare a speech on Communism which may be used as a basic guide by all representatives of the Bureau who make public speeches.

Special Agent Kirby pointed out that there have been numerous requests for speeches on Communism and Bureau representatives have been confined to urging the public to report information to the FBI. He stated that he has observed disappointment on the part of those issuing the invitations and on the part of audiences in not receiving comment on the subject which is uppermost in the minds of the American people at this time. He pointed out that while Bureau representatives are unable to discuss the subject of Communism, representatives of newspapers and private organizations have made such talks and have received much favorable publicity because of the timeliness of the subject; therefore, the Bureau was losing much favorable publicity by reason of failure of the speakers to discuss Communism. He suggested that a speech prepared by the Bureau could be used as a basic guide, thus reducing the risk of any injudicious statements on the part of Bureau speakers. By making such speeches the Bureau would receive much recognition for the work it is performing. SAC E. C. Richardson agreed with Special Agent Kirby, pointing out that the Bureau has now permitted the discussion of this topic before law enforcement groups, that the subject has a tremendous appeal, and that such speeches be approved for SAGs or other speakers specifically approved by the Bureau. *closed meeting*

The Security Division pointed out that since the trial and conviction of the Communist Party leaders, the average American citizen is aware that the FBI is investigating Communists; that the President's statement in July, 1950 makes it clear that the FBI is the agency responsible for coordinating all information regarding Communism and the internal security of the country, and that the average American has confidence in the FBI. *RECORDED - 11* continued silence on the part of Bureau speakers may eventually bring about the thought that the Bureau is not vigorous enough. On the other hand, it was pointed out that if SAGs and Bureau speakers are allowed to deliver speeches at length on the subject of Communism, there is the possibility of misquotation in the press; that the subject is a controversial one; and that it would be difficult to handle a question and answer period on such a speech. It was felt that it would be desirable

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CC - Mr. Clegg
AHB:tlc Mr. Mohr

NOV 28 1950

MEMORANDUM FOR THE DIRECTOR

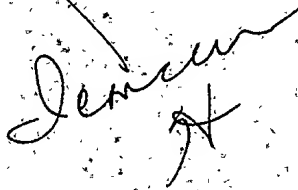
now or in the very near future to furnish the SACs and Bureau speakers with a prepared statement concerning the Bureau's work in the important field of Communist investigation; that with such a statement the Bureau representatives can forthrightly answer the question which rises daily as to whether or not the Bureau is investigating the various phases of Communism.

Messrs. Tolson, Ladd, Glavin, Harbo, McGuire, Rosen, Mohr and Sizoo recommended that no such authority be given to Bureau speakers and that a proposed statement not be prepared by the Bureau for the benefit of Bureau speakers.

Messrs. Clegg, Tracy and Belmont voted affirmatively on the basis that this is an appropriate time for Bureau speakers to discuss the subject within carefully defined limits. Before the second World War Bureau speakers took a definite stand against Nazism, Fascism and other forms of totalitarianism, and the present menace of Communism far exceeds those.

In the event you approve, we will be guided by the thinking of the majority, as set forth above.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

November 20, 1950

THE EXECUTIVES' CONFERENCE

~~NATIONAL DEFENSE INFORMANTS~~

ALL INFORMATION CONTAINED
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DATE 8/2/91 BY SP-5 CIB/TK

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, McGuire (for Mr. Nichols), Rosen, Tracy, Mohr, Sizoo, and Belmont, on November 17, 1950, considered the deletion from the Manual of Rules and Regulations of the requirement that semi-annual reports on National Defense informants be submitted in June and December of each year. It was pointed out to the Conference that under paragraph eight of section 9a of the Manual of Rules and Regulations, the requirement is set forth that semi-annually on the twentieth of June and December, a report must be submitted by each field division, reflecting the total number of National Defense informants developed by each office broken down into certain categories. These categories are German, Italian, Japanese, Communist, other nationalistic groups and general un-American activities. In each category the number of informants who are negroes must be listed. The total number of National Defense informants must then be set forth.

At the present time the field is required to submit by the twenty-fifth of each month the total number of National Defense informants. This information, together with certain other items, is summarized for the Director under the caption "Confidential Informants and Similar Types of Coverage." By receiving each month the total number of National Defense informants from each office, a better picture of the National Defense informant coverage is obtained. The purpose of the semi-annual report is served by the submission each month of the total number of National Defense informants, as the great majority of these informants are furnishing information on Communist and related activity. The need for the semi-annual reports appears to no longer exist.

The Executives' Conference unanimously recommended the discontinuance of the semi-annual reports. Attached is appropriate notification to the field for your approval.

INDEXED - 117 66-2554-8281
RECORDED - 117 NOV 27 1950

Respectfully,
For the Conference 37

Glyde Tolson

Attachment

54 NOV 28 1950

CC - Mr. Clegg

Mr. Mohr

AHB:tlc

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SAC, MINNEAPOLIS

11/14/50

1/ 66-2554-8288
DIRECTOR, FBISUGGESTION REGARDING GIVING
SPECIAL EMPLOYEES FIREARMS TRAINING

Reurlet 11/2/50, outlining the possible advantages of giving firearms training to Special Employees, and suggesting that the Bureau consider the advisability of giving such training to these Special Employees.

Special Employees are not authorized to carry firearms. In view of this, it would be undesirable to afford them any training in the use of firearms.

FHM:dgh

Approved by Executives Conference, 11/10/50,
consisting of Messrs. Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont, Ladd, Rosen, McGuire,
Sizoo and F. H. McIntire.

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November 2, 1950

Director, FBI

SAC, Minneapolis

SUGGESTION REGARDING GIVING
SPECIAL EMPLOYEES FIREARMS TRAINING

It is suggested that the Bureau consider the advisability of requiring all Special Employees assigned to the Field and at the Seat of Government to take firearms training along with the regular Agents. In view of the present international situation I believe that in an emergency we would well use our Special Employees on certain types of work where in order to protect themselves they should be permitted to bear firearms.

For example, in case of an emergency or the bombing of a field office or Resident Agency city where there are a lot of Bureau supplies and valuable Government property on hand, I see no reason why a Special Employee should not be assigned to guard duty in connection with protecting these supplies and property. I can also see other instances wherein Special Employees could be used without performing duties ordinarily delegated to Special Agents where it might be necessary for the Special Employees to use firearms.

MBR:EB

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THE DIRECTOR

EXECUTIVES CONFERENCE

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DATE 8/2/81 BY SP-5C/MS

10-19-50

UNIFORM CRIME REPORTS BULLETIN

72250

During the course of the IACP Convention at Colorado Springs, Colorado, the Attorney General called at the FBI Office and observing a copy of the recent issue of the Uniform Crime Reports Bulletin on the desk, he said to Mr. Clegg that he had received several comments which indicated that people did not understand that the increases in crime referred to in the Bulletin were local, county and state violations. The impression that apparently prevails in some quarters, due to these comments made to him, is that this Bulletin is a tabulation of the crimes handled by the FBI and the questions asked indicate a belief that the effectiveness of the FBI should contribute to the reduction rather than the increase in crime. He made the suggestion that there appear on the outside front cover of this Bulletin some phraseology which would clearly indicate that the crimes referred to in the Bulletin are those which are under the jurisdiction of local, county and state police and are reported by them and perhaps a statement should be made that there are no Federal crimes involved.

Present procedure

On page 2 of the current Bulletin, the following appears:

"In publishing the data sent in by chiefs of police in different cities, the FBI does not vouch for their accuracy. They are given out as current information which may throw some light on problems of crime and criminal-law enforcement."

On page 13, the following appears:

"The figures presented in the following tabulation are those reported by the individual police departments in the cities represented without reducing the data to crime rates (number of offenses per 100,000 inhabitants)."

On page 14, the following appears:

"In publishing these figures the FBI states that the figures published are those submitted by the contributing agencies."

Executives Conference Recommendation

On 10-17-50, with Messrs. Tolson, Leo L. Laughlin, Nease, Harbo, Rosen, Ladd, Nichols, Mohr, Harbo, Tracy, Glavin and Clegg present, the Executives Conference unanimously recommended that phraseology of the type suggested not appear on the front cover of the Uniform Crime Reports Bulletin. They also recommended unanimously

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there be no reference to the fact that Federal offenses are not included. It was felt, however, there should be made clear and repeated and underscored, or otherwise prominently featured, in several sections of the Bulletin information to the effect that the statistics are those that are submitted by local, county and state police forces concerning offenses known to those agencies and under their respective jurisdictions.

Respectfully,
For the Conference

Clyde Tolson

66-2554-8289

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

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DATE 8/2/91 BY SP-SCI/bm

November 22, 1950

SCREENING OF SUSPECTED SUBVERSIVES ON U.S. MERCHANT VESSELS

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Callahan (for Mr. Glavin), Harbo, Nichols, Tracy, Sizoo and Belmont, on November 17, 1950, considered a proposed SAC Letter to answer certain inquiries which have been received from the field in connection with the program of the Coast Guard to screen suspected subversives on United States merchant vessels.

The proposed letter instructs the field to disseminate copies of reports locally to United States Coast Guard Intelligence which are of interest to that agency in carrying out the screening program. The field is instructed to remove administrative data, undeveloped leads, and the identities of confidential informants, and to appropriately stamp the report.

The field is further instructed not to participate in the preparation of subversive lists as such for the United States Coast Guard, but to cooperate with Coast Guard Intelligence in making any name checks locally where there is a special reason for the request in the same manner as we do for other intelligence agencies. When such local name checks are made, the Coast Guard is to be informed that if a complete check of Bureau records is desired, a request should be made through headquarters in Washington, D.C.

The letter further instructs the field offices that when the field requests the Bureau to furnish background information on persons rejected by the Coast Guard, the names should be submitted separately to the Bureau under the caption of the individual named. The purpose of this is to enable proper filing at the Bureau.

The Executives' Conference unanimously recommended that this letter be disseminated. In the event you approve, it will be sent to the field.

Respectfully,
For the Conference

Elyde Tolson

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Attachment
cc - Mr. Clegg
Mr. Mohr

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EX-76

RE FIELD - INDEXED

The Director

November 24, 1950

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/2/91 BY SP-5C/1017

The Executives Conference of November 22, 1950, consisting of Messrs. Ladd, McGuire for Nichols, Sizoo, Clegg, Rosen, Belmont, Mohr, Parsons for Harbo, Tracy, Nease and Glavin, was advised that the Administrative Division had secured a statement of recommendations regarding tire storage.

It was pointed out to the Conference that a considerable number of tires have been purchased by the Bureau under its war plans so that a sufficient number of tires will be available in case the present emergency increases. The attached statement goes into detail concerning the proper storage of tires so that they will not rapidly deteriorate. The Conference was advised that Dr. Bruce, Automotive Expert at the Bureau of Standards, has stated that this is a good statement of conservation and the Conference, therefore, recommends that this statement concerning the proper storage of tires be forwarded to the field at this time.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

Attachment

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THE DIRECTOR

11/24/50

EXECUTIVES CONFERENCE

TRAFFIC FILM MARKS THE SPOT

The Executives Conference on 11/22/50, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Sizoo, McGuire, Laughlin and Clegg, recommended that the attached Bureau Bulletin go forward advising that a film now used in traffic training is considered obsolete, and that the one copy of this film possessed by the Bureau is no longer serviceable in order to avoid its being requisitioned in any police training school.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Mohr
Mr. Clegg

HHC:dgh

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DATE 8/2/91 BY SP-SC/PT

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EX - 36

166-2554-8292
NOV 30 1950

THE DIRECTOR

11/22/50

EXECUTIVES CONFERENCE

SIGNED STATEMENTS IN FOREIGN LANGUAGES

The Executives Conference on 11/22/50, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Sizoo, McGuire, Laughlin and Clegg, considered the suggestion made by U. S. District Judge William C. Mathes of the Southern District of California, that when signed statements are taken from subjects they should be taken in the native language of the individuals who do not read or speak English.

The Conference considered this suggestion, and pointed out that this was the practice being followed at this time in most instances when the Special Agent was able to speak the foreign language and to prepare the signed statement for the signature of the subject. However, it was felt that this might again be called to the attention of the Field since it is a suggestion which came from a Federal Judge. The Federal Judge indicated that he had no criticism of the Bureau in making this suggestion, and that this suggestion was based upon his observation of the Immigration and Naturalization Service particularly. He felt that this might be a suggestion for all agencies to bear in mind however.

The Conference recommended that the attached Bureau Bulletin go forward emphasizing this point, and that SAC Hood, Los Angeles, should personally express his appreciation to Judge Mathes particularly since there has been no case which was referred to by the Federal Judge in which the Bureau was involved which caused this procedure to be suggested by him. A letter to Los Angeles is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

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Attachments

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

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EX-76

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NOV 30 1950

DEC 1 1950

THE DIRECTOR

11/22/50

EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE -
POLICE INTERNAL SECURITY SQUADS

The Executives Conference on 11/22/50, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Sizoo, McGuire, Laughlin and Clegg, considered the communication from the Chicago Office in which inquiry was made as to the disposition and purpose of the copy of the letter which goes to the resident agency when a case is assigned to a police department in the resident agency territory by letter.

The Conference unanimously recommended that the attached SAC Letter be transmitted to the Field, as well as the attached reply to the Chicago Office, advising that the purpose of such letter is first to inform the resident agency of such assignment, and second to provide an opportunity for orally following up this assignment when necessary. After this purpose has been served, the attached communications advise that the resident agency copy may then be destroyed.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc: Mr. Clegg
Mr. Mohr

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THE DIRECTOR

November 20, 1950

The Executives Conference

NATIONAL DEFENSE FINGERPRINTING

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DATE 8/2/91 BY SP-5C/bxp

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Rosen, Harbo, Glavin, McGuire, Belmont, Sizoo, Mohr, and Tracy on November 17, 1950, considered the question of whether or not the Government Printing Office should be requested to stock a supply of applicant fingerprint cards for sale.

By way of background, the Bureau devised a new applicant fingerprint card which provides a 3 x 5 area which permits the photographic reproduction of an index card. This new fingerprint card has been submitted through channels for approval by the Bureau of the Budget as a new Government form and upon approval, an initial order of fingerprint cards for the Bureau will be placed at the Government Printing Office.

The question was raised by Commander Lipscomb of the Munitions Board if the Bureau would have any objections to industrial plants ordering a supply of the new applicant form when available from the Government Printing Office.

For the Director's information, the Munitions Board as well as the Bureau is in receipt of requests from time to time for samples of the applicant fingerprint card in order that the company might print its own supply for the fingerprinting of employees. If such companies could purchase a supply from the Government Printing Office, uniformity would be assured in the event such fingerprints were subsequently under a National Defense Program or otherwise submitted to this Bureau for search.

The Conference, with the exception of Messrs. Harbo and Rosen, was in favor of permitting the Government Printing Office stocking and selling the new applicant fingerprint card, this procedure to be followed only after it has been definitely decided that there will be fingerprinting in defense plants. There would be a savings to the Government inasmuch as the majority of contributors desire to keep an extra copy for their own file. Messrs. Harbo and Rosen objected on the ground that the back of the fingerprint card contains the name "Federal Bureau of Investigation, United States Department of Justice" and that private companies should not be permitted to purchase the fingerprint card bearing such designation.

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There is transmitted herewith a copy of the new applicant fingerprint card.

cc - Mr. Clegg

Mr. Mohr

Respectfully,
For the Conference

RECORDED - 90

INDEXED - 90

Glyde Tolson

NOV 30 1950

SJT:edm

THE DIRECTOR

November 25, 1950

THE EXECUTIVES' CONFERENCE

INTERNAL SECURITY ACT OF 1950

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-SC/HP

On November 24, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, McIntire (for Mr. Clegg), Callahan (for Mr. Glavin), Harbo, Hargett (for Mr. Rosen), Mohr, Sizoo, and Belmont, considered a proposed SAC Letter to the field setting forth Departmental policy concerning the Internal Security Act of 1950, as contained in a bulletin from the Criminal Division of the Department of Justice.

The Letter discusses briefly the significant provisions of the Act to the extent that they may affect the work of the United States Attorneys. However, it does not discuss the Act in so far as Title II is concerned dealing with emergency detention and amendments to the Immigration and Nationality Acts. Discussion is limited to Title I, the "Subversive Activities Control Act of 1950."

The Department points out that the whole scheme for registration is centered in Washington but the Department has under consideration a proposal to amend Section 15 so as to provide that the offense of failing to register shall be deemed to have been committed in the district in which the organization or individual resides, as well as in the district where the registration statement is required to be filed, permitting a dispersal of prosecution among the various districts. It points out that it is only after the final order of the Subversive Activities Control Board requiring a Communist organization to register that the penalty provisions of the Act become operative. All avenues of judicial review, including review by the Court of Appeals and by the Supreme Court, must be exhausted before the final order is made by the Board and, therefore, it will probably be two to four years before such a final order can be obtained.

RECORDED - 80

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The Departmental bulletin further points out several penal sections in Title I of the Act which are now effective and violations of which will come under the jurisdiction of various United States Attorneys and points out the increase in the Statute of Limitations with respect to prosecutions for violations relating to espionage. It points out that under the Act the same punishment applies for conspiracy as for the substantive offense and suggests that United States Attorneys consult with the Department prior to instituting prosecution for violation of any of the provisions of the Internal Security Act. It states that the Department intends to enforce the Act despite its obvious weaknesses. The field is further advised of membership of the Subversive Activities Control Board and clarification is made of two points in the previous Bureau Bulletin #60 dealing with this Act.

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Attachment
CC - Mr. Clegg
AHB:tlo Mr. Mohr

DEC 1 1950

[Handwritten signature]

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference recommended unanimously that this Letter be sent to the field in order that the field may have the benefit of the Department's thinking. You will recall that the provisions of the Act itself have previously been furnished to the field.

In the event you approve, this Letter will be disseminated to the field.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
H

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HEREIN IS UNCLASSIFIED
DATE 10/15/81 BY SP-5C/BK

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

November 22, 1950
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

SUGGESTED VISIT TO BUREAU OF BRIGADIER GENERAL
QUIRINO URIA LOPEZ, CHIEF OF THE CUBAN NATIONAL POLICE

The Executives Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), Nichols, Rosen, Tracy, Mohr, Nease, Sizoo and Belmont, on November 21, 1950, considered a suggestion by the Legal Attache at Havana, Cuba, that Brigadier General Quirino Uria Lopez, Chief of the Cuban National Police, be extended an invitation to visit the Bureau in January, 1951. The Legal Attache pointed out that General Uria has been very cooperative with the Bureau since he was placed in charge of the Cuban National Police in September, 1949. On two occasions in the past, General Uria has visited the United States to see his son attending school in Virginia, and on both occasions, the Miami and Richmond Offices extended the usual courtesies to him.

Recently, Lieutenant Diaz Biart, who is under General Uria, made a practical study of the Bureau's firearms courses at Miami which was greatly appreciated by General Uria. The General recently wrote to the Director, expressing his appreciation for the courtesies extended to Lieutenant Diaz Biart.

The Legal Attache believes a visit by General Uria to the Bureau will enhance the excellent relations existing between the Bureau and the Cuban National Police and suggested that an invitation be extended to him. General Uria has continually expressed his desire to meet the Director and visit FBI Headquarters. The Bureau representatives in Havana have advised General Uria that as a friend he is welcome. The General has stated he would like to make such a trip shortly after January, 1951. The Legal Attache recommends such a trip. He states that General Uria appears to be the sort of Cuban official who will outlast political upheavals and will be an official of importance for some time.

The Executives' Conference considered this suggestion carefully and unanimously recommended that because of the pressure of work at the Seat of Government and the necessary drain of time on various officials which would be required in the event General Uria were invited to the Bureau, no such invitation should be extended, but that the Legal Attache should be advised that in the event General Uria comes to the United States and visits Washington, the Bureau will be glad to receive him.

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Attachment
CC - Mr. Clegg
Mr. Mohr
AHB:tlc

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NOV 30 1950
C. J. H.

MEMORANDUM FOR THE DIRECTOR

There is attached for your approval a proposed letter to the Legal Attache at Havana, incorporating the recommendation of the Conference.

Respectfully,
For the Conference

*If he does come
we should try &
do something
special for him
21*

✓
Clyde Tolson

DR

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5/bmf

November 24, 1950

SUGGESTED CONTACT WITH UNITED STATES ATTORNEYS' OFFICES
RE SECURITY CASES - ST. LOUIS DIVISION

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), Nichols, Rosen, Tracy, Mohr, Nease, Sizoo and Belmont, on November 21, 1950, considered a suggestion by Special Agent William Newman, of the St. Louis Division, that the Bureau tactfully suggest to the Department that one assistant in the office of each United States Attorney be indoctrinated in Marxist philosophies and tactics in order that the offices of the United States Attorneys can competently represent the Government in court in cases of a security nature.

Special Agent Newman advised that during a confidential discussion with AUSA [redacted] mentioned that he felt that the United States Attorneys and their assistants did not have the requisite background to effectively handle hearings involving Communist subjects. He observed that Communist attorneys are always extremely well prepared and are well versed in Marxist philosophies and tactics. He pointed out that undoubtedly various hearings on motions, writs, possible warrants and other matters will come up in the United States District Courts with increasing frequency.

Special Agent Newman pointed out that during the last war we gave assistance before the Alien Enemy Hearing Boards by explaining Nazi philosophies and organization so that the evidence and testimony coming before the Boards could be properly evaluated. He suggested that the Bureau might afford valuable aid to the Department by discussing in detail the data set forth in the Communist outline for use at closed sessions of law enforcement conferences, which outline was recently sent to the field. These discussions would be with an individual selected from the United States Attorney's office who would handle security cases. Special Agent Newman proposed that a tactful suggestion to the Department be made to the effect that one man in the office of each U. S. Attorney be indoctrinated in such a manner. He felt that this would result in a more efficient and effective handling of our cases in the security field.

The Executives' Conference unanimously recommended against this proposal on the grounds that problems of this nature can be handled locally where the need arises in the field and that it would not be appropriate to suggest such a procedure to the Department. Attached is a suggested reply to the St. Louis Division.

DEC 1 1950

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 26

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166-2554-8298

DEC 30 1950

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cc - Mr. Clegg
Mr. Mohr

AMB:td Attachment

THE DIRECTOR

November 24, 1950

The Executives Conference

ALIEN SEARCHES
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5 CIB/HF

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Rosen, Belmont, Sizoo, Parsons, Mohr, Nease, and Tracy on November 21, 1950, considered a suggestion from Special Agent G. J. Engert and Inspector Quinn Tamm in connection with the handling of alien searches.

When an alien applies for citizenship, a form letter is received giving the name, Alien Registration number, et cetera. A name search is made and the Alien fingerprint card is withdrawn from the noncriminal file and searched through the criminal file in order to advise the Immigration and Naturalization Service of any criminal record of the alien subsequent to his entry.

The recommendation is:

1. That the master index card not be withdrawn from file, but instead, the fingerprint classification be copied from the index card on the form letter and route the form letter to the noncriminal file so that the fingerprint card can be pulled and searched in the criminal file.
2. In those cases where there is an FBI number in the criminal file, it is recommended the Card Index employee write the FBI number on the form letter and route the form letter to the Assembly Section so the jacket could be removed for proper handling, that is, routed directly to the Typing Section to prepare the reply.
3. When the Card Index employee locates an index card in the noncriminal file with an FBI number, the employee will write the FBI number and the fingerprint classification on the form letter. The Assembly Section will route the entire jacket to the Technical Section for the fingerprint search in the criminal file.

The savings involved would be that index cards would not be charged out of the Card Index Section with the result there would be no need for sequencing and filing the index cards subsequently.

The Conference unanimously recommends the adoption of this suggestion.

cc - Mr. Clegg
Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Rosen
Mr. Tracy
Mr. Harbo
Mr. Belmont
Mr. Mohr
Tele. Room
Mr. Nease
Gandy

RECORDED - 26
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NOV 30 1950
Respectfully,
For the Conference,

Glyde Tolson

SJT:edm

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5 CIB/HF

November 25, 1950

SUGGESTED SOURCES OF INFORMATION - PERSONNEL OF
LOCAL UNITS OF THE RURAL ELECTRIFICATION ADMINISTRATION

On November 24, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, McIntire (for Mr. Clegg), Callahan (for Mr. Glavin), Harbo, Hargett (for Mr. Rosen), Mohr, Sizoo and Belmont considered the suggestion of Supervisor E. E. Riley, of the Loyalty Section, that a Bulletin be sent to the field suggesting that special attention be given by our field offices to the developing of personnel and officials of local units of the Rural Electrification Administration throughout the country as sources of information.

Mr. Riley pointed out that due to the nature of the work of the Rural Electrification Administration, its personnel is thoroughly familiar with the geographical set-up in its area, the natives and the physical layout of the homes of the consumers and the Rural Electrification Administration units throughout the country may constitute a highly potentially valuable group for development as sources of information.

The Executives' Conference unanimously recommended against sending the proposed Bulletin on the basis that the Rural Electrification Administration is but one of many groups or organizations which should be developed locally by each SAC and the Agents in the various field offices. It was felt that it is the duty of the various field offices to develop sources of information in all such potentially valuable groups and that the REA is no different from numerous other organizations where the field has the responsibility to develop sources of information.

In the event you approve, the suggestion will not be adopted.

Respectfully,
For the Conference

Clyde Tolson

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CC - Mr. Clegg
Mr. Mohr

AHB:tlc

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INDEXED - 152 RECORDED - 152

NOV 28 1950
FEDERAL BUREAU OF INVESTIGATION

66-2554-8300

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JP

The Director

November 18, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/24/91 BY SP-54/ONK

The Executives Conference of November 17, 1950, consisting of Messrs. Tolson, Rosen, Tracy, Harbo, Sizoo, Mohr, Belmont, Ladd, Clegg, McGuire for Nichols and Glavin, considered the manner in which overtime services performed by Special Agent personnel both at the Seat of Government and in the field should be prepared and reported.

The suggestion was made to the Conference that a form be devised for both the Seat of Government and the field which would be prepared by each Special Agent and would cover a month's overtime reflecting individual days overtime on the form and the total for the month. It was recommended that this form be so drawn up that the Agent could include both regular overtime and travel overtime as approved by the Director. It was also recommended that the same form be utilized by Agent supervisory personnel at the Seat of Government. A sample of the suggested form, which is labeled Exhibit B, is attached hereto and the only revision that will be necessary is to break the overtime figure down to travel and regular instead of one figure.

Glavin recommended to the Conference that for the Seat of Government the regular sign-in, sign-out sheets utilized by the Bureau at the Seat of Government be utilized for the recording and reporting of overtime. There is attached hereto labeled A the suggested form to be utilized by Seat of Government Special Agent supervisors. It will be noted that the employees are alphabetically listed; the report covers one week and it would be a relatively simple matter to compute the daily, weekly and monthly overtime. The suggestion was made that there be a space left after the Agent supervisor's name to record the daily overtime. The attached form shows Special Agent Adams signing in at 8:50 in the morning and leaving at 6 o'clock in the evening for dinner, returning at 6:45 and leaving at 9:45. He earned $\frac{1}{2}$ hour's leave before going to dinner and 3 hours after returning from dinner, and the figure 3 hours, 30 minutes is reflected on the form immediately under his sign-in and sign-out time. Glavin felt that this form, which is presently used in every division of the Bureau, is all that is necessary as a record for overtime performed at the Seat of Government and that an additional form to be made by each Agent would just be additional work without any particular advantage accruing to the Bureau through the preparation of the form. This is not true in the field, since there is no sign-in, sign-out sheet in the field such as we have at the Seat of Government.

It was pointed out to the Conference that at the present time Agents sign in on the #1 register if they are at the headquarters

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CC: Mr. H. H. Clegg

Mohr

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Memorandum for the Director

city; they record their movements through the day on the #3 card and sign out on the #3 card at the close of the business day. If a man is on the road, he submits his daily report showing when he began work and when he ceased work for the day. The suggestion was made that rather than having an Agent prepare his own tabulation of overtime for the month in the field through the use of the suggested form labeled B, that instructions be issued to the field that the Agent working in the headquarters city show on his #3 card when he reported for duty, as well as when he ceased duty for the day, and to note on the #3 card the overtime performed by him that day subdivided as to regular and travel overtime. The suggestion was further made that for men on the road, that this information be reflected on their daily reports.

It was pointed out to the Conference that it would be most difficult to utilize the #1 register in the field since there is no alphabetical listing of employees. The employees sign in on the register as they report for work in the morning and it would be an interminable task for a clerical employee to check the registers each day to find out what time a certain employee reported for work at the beginning of the business day. The Conference points out that this procedure is followed in the field in signing in at the beginning of the working day so that the Agent in Charge can draw the line at 8:30 A.M. in the morning and no employee can sign in after that time without explaining his tardiness. If there was an alphabetical listing on the #1 register, this tardiness check would be very difficult since there would have to be a complete review of the register to find out if anyone signed in after the beginning of the business day.

There was a difference of opinion among members of the Executives Conference as to how overtime should be reported. Messrs. Harbo, Sizoo and Mohr recommended that the attached suggested form labeled B prepared primarily for use by field Special Agents in reporting their overtime be utilized by both the field Special Agents and Seat of Government Special Agents, it being understood that the appropriate spot checks would be made against registers to see that overtime is properly reported. Messrs. Tolson, Tracy and Rosen recommended that the field office Agents be not permitted to submit the overtime report form suggested, which is attached labeled B, but that the overtime performed by field Agent personnel be secured from the #3 cards for men in the headquarters city and the daily reports for men on the road. Messrs. Belmont, Ladd, Clegg, McGuire for Nichols and Glavin recommended that the attached form labeled B be approved for use by field Special Agents only for reporting overtime services performed. Messrs. Tolson, Tracy, Rosen, Belmont, Ladd,

I Approve -
H.

Memorandum for the Director

Clegg, McGuire for Nichols and Glavin recommend that the suggested method of reporting overtime services performed which is reflected in the attached sign-in and sign-out register utilized in all Divisions at the Seat of Government be approved for the reporting of overtime at the Seat of Government. — R H.

The field has previously been instructed to report the monthly overtime figures to the Bureau as an attachment to the administrative report which must be forwarded to the Bureau by the close of the third business day of the month following the month for which the report is being made. Several SAC's have pointed out that in getting the reports in from various Resident Agencies, sometimes it takes 2 days or longer to get the report in to the headquarters city and it is, therefore, recommended that the field in the over-all instructions on overtime be advised that the overtime reports must be into the Bureau no later than the tenth of the month showing the month for which the overtime is reported.

Pending the Director's decision, final notification to the field and Seat of Government concerning this matter is being held in abeyance.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

11-6-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 554

EMPLOYEE: SAC JAMES B. POSTER
SPRINGFIELD OFFICE

PLACING OF SERIAL NUMBERS ASSIGNED TO
INDICES SEARCH SLIP (FD-160) ON FRONT
COVER OF FILES IN WHICH SEARCH SLIP APPEARS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. Scheidt
E. Scheidt

ALL INFORMATION CONTAINED
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DATE 8/2/91 BY SP-5CIB/DF

SUGGESTION:

That the serial number assigned to the indices search
slips (FD-160) be placed on the front cover of each file
in which a search slip appears.

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee was unanimously opposed on the ground
that existing instructions permit the Field Office to
show on the index card the serial number accorded the
indices search slip. Therefore, the additional
notation on the file cover would be unnecessary.

Executive Conference

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cc-Mr. Mohr
Mr. Clegg

SJK:DLG

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from

ORIGINAL COPY FILED IN

THE DIRECTOR

November 24, 1950

The Executives Conference

~~FOLLOW-UP FORM LETTER ON WANTED NOTICES
RECEIVED FROM LAW ENFORCEMENT OFFICIALS~~

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, McGuire, F. McIntire, Sizoo, Belmont, Mohr, Callahan, and Tracy on November 24, 1950, considered the attached revised form letter to follow-up on wanted notices received from law enforcement officials.

The Conference unanimously recommends approval of the revised form letter.

Respectfully,
For the Conference,

[Signature]
Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

SJT:edm

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THE DIRECTOR

November 24, 1950

The Executives Conference

SUGGESTION REGARDING SUBMISSION OF
PHOTOGRAPHS BY FIELD OFFICES

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, McGuire, F. McIntire, Sizoo, Belmont, Mohr, Callahan, and Tracy on November 24, 1950, considered a suggestion from the Identification Division.

Present regulations require that field offices transmit photographs to the Identification Division by routing slip. Many field offices are, however, transmitting photographs by cover letter and with investigative reports. It has been the practice of the Records Section to record, serialize, and file such correspondence.

It was recommended by the Identification Division that a form routing slip, a sample of which is attached, be prepared for the use of the Identification Division in returning such correspondence to field offices and in this way call their attention to the fact that it is neither necessary nor desirable that photographs be transmitted except by routing slip.

The Conference unanimously recommends approval of the suggested procedure.

Respectfully,
For the Conference,

Clyde Tolson

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DATE 8/2/91 BY SP-5 CJP/MP

Attachment

cc - Mr. Glegg
Mr. Mohr

SJT:edm

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THE DIRECTOR

11/25/50

EXECUTIVES CONFERENCE

TELEVISION SET AT FBI ACADEMY
QUANTICO, VIRGINIA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5C/bmp

The Executives Conference on 11/24/50, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Sizoo, Hargett, McGuire, and F. H. McIntire, considered the offer of Mr. Stephen T. Lawrence, General Security Officer, RCA-Victor Division, Camden, New Jersey, who was a Special Agent of the FBI from 1941 to 1947, to furnish free of charge to the Academy at Quantico a 19 inch RCA Television Set.

In a memorandum dated 11/21/50, SAC R. A. Newby points out that the present Philco Television Set in use at the Academy was purchased from the Academy's recreation funds in 1947. This set does not give unusually good service at Quantico. On 11/20/50, Mr. Lawrence advised that he had heard of the difficulty being had with the present television set. He told Mr. Newby that he had discussed the matter with the Officer of Public Relations of RCA, and offered to furnish to the Academy a 19 inch RCA Television Set free of charge with no strings attached. He stated that he desires no publicity or endorsement, and the only condition involved is that they be permitted to have their own engineers make a test at the Academy to determine which set would work properly at this location, and if one can be made to work properly it will be installed free of charge. The Public Relations Officer feels that if the set will give good reception at Quantico, the mere fact that the name RCA is on the set will be sufficient advertisement.

The Executives Conference unanimously recommended that this offer be accepted, and if the television set is installed that a letter be directed to the appropriate RCA officials for your signature.

If you concur, it is recommended that this memorandum be routed to SAC Newby, Quantico, in order that he may advise Mr. Lawrence to make the survey and install the television set if RCA so desires.

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cc: Mr. Clegg
Mr. Mohr

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Respectfully,
For the Conference

Clyde Tolson

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INDEXED - 26

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THE DIRECTOR

EXECUTIVES CONFERENCE

PALM PRINTS

11/25/50

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5C/pjh

The Executives Conference on 11/24/50, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Sizoo, Hargett, McGuire and F. H. McIntire, considered the question of obtaining palm prints.

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In a memorandum from Mr. Rosen to Mr. Ladd dated 11/16/50, relative to the case entitled "Victim, Kidnapping," Mr. Rosen pointed out why palm prints were not taken from this subject. The Director inquired, "Are we fool-proof?"

At the present time there is no requirement that palm prints be taken in all major kidnapping, extortion or other major cases. The Laboratory advised that latent palm prints of value are found on approximately 1 out of 50 documents examined. In those cases where palm prints are developed, a teletype is immediately sent to the interested field office requesting that palm prints be taken of any subjects or suspects developed.

The Executives Conference felt that the present system is working satisfactorily, and that it would be unduly burdensome to saddle the Field with a rule that palm prints had to be taken in all cases. The Conference further considered the fact that this case was rather unusual in that bond was immediately made for the subject and she was released prior to the receipt of a teletype advising that latent palm prints had been developed. The Conference unanimously recommended that no change be made in the present regulations relative to the taking of palm prints.

Respectfully,
For the Conference

Clyde Tolson

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Mohr
Tele. Room
Nease
Gandy

cc: Mr. Clegg
Mr. Mohr

THUC:dgh

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EX-11

DEC 1 1950

THE DIRECTOR

November 24, 1950

The Executives Conference

MICROFILMING FINGERPRINT FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/29/91 BY SP-5CJ/bmf

The Executives Conference consisting of Messrs. Ladd, Clegg, Glavin, Rosen, Parsons, Sizoo, F. McIntire, Laughlin, Mohr, and Tracy on November 22, 1950, considered a suggestion from Special Agent G. J. Engert of the Identification Division.

Agent Engert suggested that as a protective war measure, the master criminal fingerprint file of approximately 8,000,000 individuals be microfilmed at this time. Both sides of the fingerprint card can be microfilmed simultaneously at a cost of \$25,760.

The Conference unanimously recommended unfavorably in view of the cost and in further view of the fact the fingerprint files located in a modern reinforced, concrete, steel building would probably not be destroyed unless there was a direct hit in the event of a bombing and that probability is most remote.

Agent Engert's second suggestion was that the old Army World War I fingerprint file consisting of approximately 6,000,000 fingerprints and index cards be microfilmed and the Army fingerprint cards be placed in storage. The total cost would be \$25,095.76.

The Conference was unanimously of the opinion that there appears to be no immediate necessity for microfilming the old World War I fingerprint cards, that in the event it becomes necessary from the standpoint of space, the matter should be reconsidered at that time. The Conference also felt the cost at the present time was a further reason for not approving the suggestion. A proposed letter to Mr. Engert is attached.

Respectfully,
For the Conference,

Attachment

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

Tolson _____
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Nichols _____
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RECORDED - 26
INDEXED - 26
EX - 14

66-2554-8306
NOV 30 1950
34

DEC 1 1950

THE DIRECTOR

November 22, 1950

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/2/91 BY SP-5 CIP/H

~~DETCOM~~

On November 21, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), Nichols, Rosen, Tracy, Mohr, Nease, Sizoo, and Belmont, considered the attached SAC Letter to answer certain questions raised by the field in connection with the Detcom Program. The letter instructs the field that it will be necessary to prepare investigative reports immediately following the apprehensions and searches under the Detcom Program, such reports to reflect the details of the arrest, the results of any search, and any pertinent information concerning the subject's activities which has not been previously set out in report form.

The proposed letter further instructs that only two copies of the "Receipt for Property" form need be made at the scene of the arrest and search; the other three copies should be subsequently prepared from the original at the field office. This procedure is authorized because it would take considerable time to prepare the required five copies at the scene of the arrest and search. A minimum of two copies is necessary in order that the subject may be given one copy at the scene.

The Executives' Conference unanimously recommended this proposed SAC Letter. In the event you approve, it will be sent to the field.

Respectfully,
For the Conference

Clyde Tolson

Attachment

CC - Mr. Clegg
Mr. Mohr

Tolson _____
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Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
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Gandy _____

AHB:tlc

U.S. DEPT. OF JUSTICE
F.B.I.

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REC'D - TOLSON'S OFFICE

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66-2554-8307
NOV 30 1950

INDEXED - 26

THE DIRECTOR

12-2-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/21/91 BY SP-SC/BTF

The Executives Conference on 11-30-50, with Messrs. Tolson, Glavin, Tracy, D. J. Parsons, Mohr, Ladd, Rosen, Belmont, J. A. Sizoo, J. J. McGuire and Clegg present, considered the question of the Retraining Session for the FBI National Academy Associates which had been tentatively scheduled from September 24 - 28, 1951.

The Executives Conference unanimously recommended that, inasmuch as the world situation is critical and will probably continue to be for the next year; in view of the possibility of restrictions on transportation, the limited housing and hotel facilities, due to the increased preparedness program; due to the fact that the emergency situation which has caused and will cause some graduates of the Academy to enter the Armed Services and since others have already entered the Bureau, thus, decreasing the number in the police departments; in view of the tremendous increase in the work of the Bureau and the special problems pending which must be given priority attention, it was felt that it would be unwise either to plan for or to hold this Retraining School and it was, thus, believed that it should be definitely called off and considered again in late 1951 to see if it would be practical to hold such a Retraining Session during the year 1952.

Respectfully,
For the Conference

Glyde Tolson

EX-73

cc-Mr. Mohr
Mr. Clegg

RECORDED - 80

66-2554-8308
DEC 5 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Mohr
Belmont
Mohr
Tele. Room
Nease

ENC. DMC

54 DEC 6 1950

THE DIRECTOR

11/28/50

EXECUTIVES CONFERENCE

INTERNATIONAL CRIMINAL POLICE COMMISSION

72248

The Executives Conference on 11/28/50, Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, McGuire, Rosen, Sizoo, Laughlin, Nease and Clegg being present, considered the advisability of notifying the member of the ICPC at Vienna, Austria that the Bureau has terminated its membership in the ICPC and that in the future the FBI will handle requests direct from the individual police departments in the same manner as they were handled prior to the reorganization of the ICPC.

The Director previously approved notifying all the membership of the ICPC of this fact when such members were not located behind the Iron Curtain. All the letters have gone out to such members except the one to the Chief of the Criminal Police Section, Ministry of the Interior, Vienna, Austria.

Mr. Belmont advises that at Vienna there is a divided jurisdiction between the Four Great Powers and that the primary authority shifts from month to month from the United States, to England, to France, to Russia, each serving in charge of the commission for one month.

The Executives Conference unanimously agreed that it would be undesirable to correspond with this Vienna agency which is a member of the ICPC or in any way to indicate that their requests would be welcomed and, if the Director agrees, such a communication will not be sent.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/91 BY SP-5C:brf

Respectfully,
FOR THE CONFERENCE

C. Tolson

Tolson HHC:MD
Ladd _____
Clegg _____
Glavin CC - Mr. Mohr
Nichols _____
Rosen _____
Tracy _____
Harbo _____
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Tele. Room _____
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Gandy _____

Mr. Mohr
Mr. Clegg

55 DEC 14 1950

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142 DEC 5 1950

INITIALS ON ORIGINAL

ORIGINAL FILED IN

The Director

December 1, 1950

The Executives Conference

SECURITY INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5 CIB/ox

The Executives Conference on December 1, 1950, consisting of Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, and McGuire for Nichols, considered the recommendation of the Security Division that a duplicate list of Security Index subjects be maintained in the Omaha Field Office.

Mr. McGuire advised the Conference that as a security measure in the event the Security Index maintained at the Bureau along with Security Indices in coastal cities is destroyed by enemy attack it would be necessary that a duplicate Security Index list be maintained at some Field Office away from the Seat of Government. It was recommended that the Statistical Section prepare once a month an alphabetical list of Security Index subjects broken down by Field Offices and including, in addition to the subject's name, his residence and employment addresses, race, sex, and birth date. At the present time a copy of the Security Index subjects is furnished to the Department each month. It would be a simple matter for the Statistical Section to run off an additional copy each month. It was further recommended that the monthly list be replaced at the Omaha Office where the copies will be sent with a new list and the old list be destroyed when the new list is received by the Omaha Office.

The Conference unanimously recommended this procedure be adopted as a security measure under the Bureau's war plan.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr
Tolson
Ladd
Clegg
Glavin
Nichols
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

JJM:mcg

RECORDED - 22

DEC 5 1950

EX-125

58 DEC 14 1950

34 DEC 14 1950

Handwritten signature

THE DIRECTOR

December 1, 1950

THE EXECUTIVES' CONFERENCE

~~CONFIDENTIAL~~

~~COMMUNIST PARTY, USA~~

~~ADDRESSES OF COMMUNIST PARTY UNITS~~

~~INTERNAL SECURITY - C~~

On November 29, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons (for Mr. Harbo), Mohr, Rosen, Clegg, Glavin, McGuire (for Mr. Nichols), Nease, and Belmont, considered a proposed SAC Letter, advising the field to submit a complete recapitulation of Communist Party Unit addresses in the next quarterly letter due January 1, 1951. (X)

The Conference was advised that a special indices is maintained in the Internal Security Section in connection with the addresses of Communist Party Units, as well as the location of any hidden mimeograph machines, large stationery supplies and caches of money, food or other material which could be used by the Communist Party for underground operations. The field submits quarterly letters in this connection, but is required to submit only additions and deletions to the indices. In view of the critical international situation, it is desirable to instruct the field to submit a complete recapitulation of all addresses in the quarterly letter due January 1, 1951, in order that the special indices at the Bureau may be thoroughly checked and brought completely up to date. (X)

The Executives' Conference unanimously recommended approval of this SAC Letter. In the event you approve, it will be sent to the field.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Respectfully,
For the Conference

10/15/91
Classified by SP-5 CJD/H
Declassify on: OADR

Clyde Tolson

~~CONFIDENTIAL~~

CC - Mr. Clegg
Mr. Mohr

Tolson _____
Ladd _____
Clegg _____ Attachment
Glavin _____
Nichols _____
Rosen _____ AHB:tlc
Tracy _____
Harbo _____
Belmont _____
Mohr _____
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Gandy _____

RECORDED - 22
INDEXED - 22
DEC 5 1950

EX-125

DEC 6 1950

The Director

November 28, 1950

The Executives Conference

~~C~~
*COURT OF CLAIMS CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5C/pjh

Section 32 of the Manual of Instructions which relates to Court of Claims cases, now states that two copies of all reports submitted should be furnished the Washington Field Office, which office is ultimately designated office of origin in all Court of Claims cases in order to report the decision of the Court of Claims.

By letter dated November 3, 1950, the Washington Field Office suggested that in the future only one copy of each report submitted be furnished the Washington Field Office unless a specific lead was set forth other than checking the court docket. SAC Hottel pointed out that a saving of time and filing space would result if this suggestion were adopted. There are no obvious disadvantages. In only a few instances is the Washington Field Office called upon to review Court of Claims reports for purposes of conferring with or doing additional accounting for the Departmental attorneys and in these instances the file copy is adequate.

RECOMMENDATIONS:

It is recommended that favorable consideration be given to the above suggestion and there is attached the proposed changes to the Manual of Instructions.

By separate communication, the Washington Field Office has been requested to furnish the Bureau the name of the Agent making the above suggestion in order that an appropriate letter of commendation may be issued.

CC: Mr. Clegg
Mr. Mohr

Attachment
ALM:mcp *mef*

Unanimously approved by the Executives Conference today with Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen in attendance.

REC-10-102000

RECORDED - 70
EX-64
DEC 15 1950
For the Conference

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Mohr _____
Tele. Room _____
Nease _____

Clyde Tolson *gnd* *R* *SK* *DRP* *Chm*

54 DEC 6 1950

The Director

December 1, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5 CJB/BJZ

The Executives Conference of November 27, 1950, consisting of Messrs. Tolson, Nease, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, was advised of the receipt of a memorandum from Mr. K. R. McIntire to Mr. Clegg concerning [redacted] recently appointed Special Agent Employee, who entered on duty on November 13, 1950.

b6
b7C

It was pointed out to the Conference that [redacted] is

[redacted]
Brazil on December 31, 1950; one in Boston on January 20, 1951, the [redacted] held by the Massachusetts State Council of the Knights of Columbus; and another to be held in Madison Square Garden on January 27, 1951, the New York City Willrose [redacted] All of these [redacted] are outstanding [redacted] of an international character. [redacted] has advised Mr. McIntire that he has turned down the invitation to [redacted] in Brazil. However, he would appreciate receiving authority to [redacted] Boston on January 20 and the [redacted] Madison Square Garden, on January 27, 1951.

The Conference recalls that [redacted] Special Agent Willt during the last indoor season. The Conference recommends that, since both of these [redacted] are held on a Saturday night, the Bureau advise [redacted] that we would have no objection to his [redacted] in question.

b6
b7C

Should the Director agree, [redacted] will be appropriately advised.

Respectfully,
For the Conference

Clyde Tolson

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

CC: Mr. H. H. Clegg
Mr. Mohr

URG:VH

RECORDED - 70

EX-64

DEC 5 1950

54 DEC 6 1950

THE DIRECTOR

11/29/50

EXECUTIVES CONFERENCE

POLICE TRAINING MATTERS
U. S. COAST GUARD AUXILIARY
BUFFALO DIVISION

The Executives Conference on 11/28/50, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, McGuire, Ladd, Rosen, Sizoo, Laughlin, Nease and Clegg, considered the request made to the Buffalo Office by the Flotilla Training Officer of the Ninth Coast Guard District at Buffalo that a Special Agent discuss the subject of espionage or sabotage as a part of the program of instruction for the U. S. Coast Guard Auxiliary. The Coast Guard official presented a lesson plan of approximately six pages which he would appreciate the Bureau's instructor following in order that all of the points listed in his outline might be covered. The Buffalo Office inquired as to whether the Bureau would discuss this particular subject along the lines indicated.

The Executives Conference felt that the Bureau was entirely too busy to take on any new work of this type, particularly for the Coast Guard Auxiliary. There would be no objection to a Bureau speaker appearing before the group informing them as to the Bureau's jurisdiction, and that indications of sabotage and espionage should be reported promptly to the Bureau; but it was not felt that any subject beyond this should be discussed before this group.

If this is approved, there is attached hereto a letter to the Buffalo Office accordingly; and at the request of the Buffalo Office, there is being returned to them, without a copy being retained at the Bureau, the so-called lesson plan prepared by the Coast Guard officials.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/21/90 BY SP-SCB/DK

Respectfully,
For the Conference

Clyde Tolson

Tolson _____
Ladd _____ Attachment
Clegg _____
Glavin _____
Nichols _____ cc: Mr. Clegg
Rosen _____ Mr. Mohr
Tracy _____
Harbo _____
Belmont _____ HHC:dgn
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

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LA-64

DEC 5 1950

54 DEC 6 1950

THE DIRECTOR

November 24, 1950

The Executives Conference

INTERNATIONAL NEWSPHOTO TRANSCIEVER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5CJ/JAF

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, McGuire, F. McIntire, Sizoo, Belmont, Mohr, Callahan, and Tracy on November 24, 1950, considered a suggestion of Special Agent G. J. Engert and Supervisor E. S. Deiss of the Single Fingerprint Section with reference to the International Newsphoto Transceiver.

In an effort to be of assistance to those law enforcement agencies having an International Newsphoto Transceiver, a form letter has been prepared suggesting a method by which the cost of transmittal might be reduced approximately one-third. Also, the suggested form letter advises the specific type and kind of information needed when the law enforcement agency transmits a single fingerprint impression with the law enforcement agency's classification.

The Conference unanimously recommends approval of the letter to be sent to each law enforcement agency having a Newsphoto Transceiver. At the present time there are 10 subscribers to this service.

Respectfully,
For the Conference,

Glyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED - 70

EX-64

66-2554-8314
DEC 5 1950

54 DEC 6 1950

The Director

November 30, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/91 BY SP-5C/DH

The Executives Conference of November 27, 1950, consisting of Messrs. Tolson, Nease, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, further considered the desirability of lowering our stenographic qualifications.

It was pointed out to the Conference that information had been received that stenographers having 80 word a minute speed were being appointed to Grade 4 positions elsewhere in the Government and that the Civil Service Commission was in agreement that such appointments were entirely satisfactory. It was further pointed out to the Conference that the passing grade on the Civil Service test is 70% and consists of a 240 word dictation test, and the passing grade of 70% permits 12 errors. It was pointed out to the Conference that the Bureau's passing grade on both stenographer and typist tests is 85%; that we have our own error scoring system which has worked well throughout the years.

The Conference, after very careful consideration of this particular matter, unanimously recommends that the Bureau maintain its 120 word a minute speed test for stenographer employees. The Conference wishes to point out at this time, as has been pointed out in the past, that a stenographer having only 80 word a minute speed is in fact a poorly qualified stenographer and it would not be to the advantage of the Bureau to have its qualifications for stenographers reduced to such an extent that applicants having a speed of only 80 words a minute would be offered stenographer appointments. There would be considerable delay in dictation and the Conference feels that stenographers having only this speed would likewise possibly have difficulty in transcribing the dictation given.

The Conference does wish to point out that the Bureau's passing grade on stenographer and typist tests of 85% is much higher than the passing grade set up by the Civil Service Commission, which is 70%. The Conference does not recommend that the Bureau reduce its passing grade from 85% to 70%, but does recommend that it reduce its passing grade for both stenographers and typists (applicants and employees) from 85% to 75%.

RECORDED - 15

EX-71

166-2554-2315

Should the Director agree, the Seat of Government officials will be advised of the new passing grade for stenographers and typists.

Respectfully,
For the Conference

lfs

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

54 DEC 6 1950

CC: Mr. H. H. Clegg
Mr. Mohr
T.G.VH

Clude Tolson

THE DIRECTOR

11/29/50

EXECUTIVES CONFERENCE

ARRESTS - SEARCHES AND SEIZURES

The Executives Conference on 11/28/50, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, McGuire, Ladd, Rosen, Sizoo, Laughlin, Nease and Clegg, recommended that a digest of the decision of Federal Judge R. F. Marsh, Jr., Western District of Pennsylvania, who on November 6, 1950, granted an order suppressing evidence consisting of lottery materials seized by FBI Agents because he claimed the arrest was illegal as it was without warrant and there was not adequate grounds for making the arrest without a warrant, be sent to field offices in the attached Bureau Bulletin.

Respectfully,

For the Conference

Clyde Tolson

Attachment

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5 C. D. H.

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54 DEC 6 1950

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66-2554-2316
DEC 5 1950

ALL INFORMATION CONTAINED
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DATE 8/21/91 BY SP-5C/DTS

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67-80010-1447

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The Director

December 1, 1950

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/21/91 BY SP-5 CA/DP

The Executives Conference of November 27, 1950, consisting of Messrs. Tolson, Nease, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, was advised that a communication had been received from the SAC at New York concerning the Peekskill Gun Club, which is comprised of Agents of the New York Division.

Mr. Scheidt points out that the Agents of the New York Division, going under the name of the Peekskill Gun Club, had again entered a team in the Greater New York Pistol League and to date have won all matches fired. Mr. Scheidt points out that the shooters on the teams comprising the Greater New York Pistol League are, in most cases, experienced match shooters and in the five years these shooters have visited the indoor range in the U. S. Court House Building at Foley Square, there has never been any occasion to caution any shooter regarding safety rule violations; that due to the safety features of our range, and to the fact that there are seldom more than two visiting shooters on the firing line at the same time, it is not difficult for the firearms expert running the line to closely supervise the movements on the firing line.

It had been pointed out by Mr. Scheidt in previous years that each of the clubs making up the Greater New York Pistol League have a home range and, prior to this year, the New York Office has been given authority to utilize the Bureau's range in the U. S. Court House Building, Foley Square, as the home range for our Special Agents. He recommends that the New York Office be permitted to continue this arrangement during the present year.

The Conference recommends that the attached communication go forward to SAC Scheidt advising him that the Bureau has no objection to continuing the arrangement to use the Bureau indoor range in the U. S. Court House Building as the home range for the Agents of the New York Office who comprise the Peekskill Gun Club.

Should the Director agree, the attached communication should go forward.

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54 DEC 6 1950

cc: Mr. H. H. Clegg
Mr. Mohr
WFG:VH
Attachment

Respectfully,
For the Conference

RECORDED 15

Clyde Tolson

EX-71

THE DIRECTOR

November 21, 1950

The Executives' Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5 C/BH

The Executives' Conference on November 20, 1950, considered the recommendation that the attached pamphlet "The Technical Aspects of Sabotage" be printed by the Bureau's Mechanical Section for distribution on a limited basis to Bureau contacts and to presidents of manufacturing plants having war contracts wherein the Bureau is establishing plant informants.

It was pointed out to the conference that a similar pamphlet was printed during the last war and was numbered, marked "Confidential" and distributed to plant managers and others; that the former pamphlet has been revised, and brought up-to-date and it was the unanimous recommendation of the conference, attended by Messrs. Tolson, Tracy, Harbo, Nichols, Rosen, Clegg, Callahan, Sizoo and Ladd, that the Mechanical Section print twenty thousand copies; that they should be marked "Confidential" and numbered but no receipts obtained, and that it should be forwarded to some of the top officials on the Bureau's mailing list, furnished to the Bureau's field offices and to officials in charge of some of the plants having war contracts.

In the event you approve, this will be so printed by the Mechanical Section.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

DUL:dad d

U.S. DEPT. OF JUSTICE
F. B. I.

NOV 21 1 51 PM '50

REC'D-101201,2 OFFICE

Attachment

Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

54 DEC 6 1950

RECORDED
EX-46

DEC 8 1950

8319

THE DIRECTOR

November 29, 1950

The Executive Conference

PROCESSED BY FINGERPRINTED
BY PHOTODUPLICATION
STATE OFFICE OF CIVIL DEFENSE
OFFICE OF CIVIL DEFENSE - 10000

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/91 BY SP-5C/10740

The Executive Conference consisting of Ladd, Tolson, Clegg, Glavin, Rosen, Belmont, Parsons, McGuire, Mohr, Nease, Sizoo, and Tracy on November 29, 1950, considered a matter concerning fingerprinting of certain state employees connected with Civil Defense.

For the Director's information, Mr. Henry J. Eaton, Acting Director of Police Services Division, Office of Civil Defense, National Security Resources Board, called at the Liaison Section and presented a request that the Bureau consider processing approximately 12,000 fingerprints over a three-month period of certain state employees occupying supervisory, administrative, or other key positions in each state office of Civil Defense. He was advised that his request would be presented to the Bureau; however, it was pointed out to him that no funds were available. To this he replied that undoubtedly the necessary funds would be made available by the Office of Civil Defense.

The Conference unanimously recommended that the request not be considered favorably but that Mr. Eaton be advised the request cannot be considered until such time as the National Security Resources Board decides on a policy of fingerprinting in connection with Civil Defense, and, further, until funds are approved by the Bureau of the Budget and actually made available to the Bureau for this purpose.

If the Director approves, there is attached a proposed letter to Mr. Eaton.

Respectfully,
For the Conference,

Clyde Tolson

son Attachment

cc - Mr. Clegg
Mr. Mohr

cc - Mr. Nease

cc - Room

cc -

cc -

54 DEC 8 1950

EX-46

RECORDED

INDEXED - 24

DEC 5 1950

14

cc - Mr. Ladd
Mr. Rosen
Mr. Pennington
Mr. Ransstad

The Director

November 29, 1950

The Executives Conference

~~REPRODUCTION OF REPORTS
RE: COLONEL DANIEL O. GRAY
SELECTIVE SERVICE ACT, 1948~~

The Executives Conference on November 20, 1950, considered the question raised by Colonel Daniel O. Gray, General Counsel, Selective Service System, who informally indicated that he would like to have a copy of reports prepared by the Bureau concerning investigations under the Selective Service Act of 1948.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/21/91 BY sp-5 ci/p74

ORIGINAL REPORTS:

Colonel Gray telephonically advised Supervisor C. H. Schaffer on November 10, 1950, that he would like to have copies of reports in Selective Service Act, 1948 cases whenever it is indicated that there will be prosecution. He stated it would be a great time-saver to the Selective Service System inasmuch as employees from Selective Service must now go to the Criminal Division of the Department to make necessary records of cases wherein prosecution is pending. He further indicated he did not wish to press this matter and if any difficulty was encountered he would "just go well forget it."

Colonel Gray also talked with Assistant Director L. R. Nichols on the telephone and stated the Selective Service System is very much concerned with their delinquents and feel that the Criminal Division is not prosecuting Selective Service violations as frequently as they should and that Selective Service feels they should start keeping records on the cases. He indicated they would like to have a copy of all reports prepared in Selective Service Act, 1948 cases.

With reference to the concern of the Selective Service System with regard to their delinquents, it may be pointed out that no induction was made between the end of January, 1949, and September, 1950, and during that period Selective Service Bureau received practically no funds and were forced to consolidate and to do without sufficient clerical help. Because there were no inductions, United States Attorneys were reluctant to prosecute violations of the Act and delinquents were generally lax in keeping

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100-1111-56
cc - Mr. Harbo
Mr. Glavin

REC-10-100002 OFFICE

RECORDED-65
INDEXED-65
EX-46
2554-8321
DEC 5 1950
Jm

54 DEC-6 1950

Memorandum for the Director

their hands advised of their status and addresses. It is possible that current delinquencies are due, at least in part, to this situation.

RECOMMENDATION:

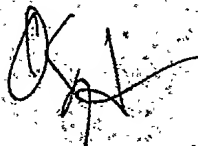
In view of the above circumstances, it was thought desirable to informally discuss the matter with Crow, who, incidentally, is not considered much of a hypocrite. In order that he could advise him of the fraudulent project which he has executed, which, if in some degree known by him, could probably make him forget about the whole thing. That, however, it is entirely possible that he may not appreciate the situation and may wish to go further in that he could want to make a formal request in which event we should also advise him that if such a request were received, we, of course, could do nothing else but to refer it to the Attorney General for such action as he would deem appropriate. It was thought that if we had to resort to this last action Crow would realize that he probably couldn't be in a very good position to ask the Attorney General for copies of all reports, which request had for its purpose a desire on the part of Detective Service to send the Criminal Division of the Department of Justice into prosecuting Detective Service work.

Those in attendance at the Executive Conference on November 11, 1950 were Harbo, Tolson, Laughlin for Belmont, Nease, Lins, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Egan.

Respectfully,
For the Conference

4

Clyde Tolson



Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

4
THE DIRECTOR

November 28, 1950

THE EXECUTIVES CONFERENCE

Referral/Consult

SECRET

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

The Executives Conference, with Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen in attendance, today considered the request of [REDACTED]

The Conference took cognizance of the fact that we are handling a little over 200 cases per month at the present time:

RECOMMENDATION

Under the circumstances, it was recommended that we take the additional 100 cases per month for a specific period of four months. [REDACTED]

Respectfully,
For the Conference

Classified by SP-5 C. B. H.
Declassify on: OADR 10/10/11

Clyde Tolson

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Rosen _____
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Belmont _____
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Tele. Room _____
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Gandy _____

cc-Mr. Clegg
Mr. Mohr

Attachment

RECORDED - 70

DEC 5 1950

EX-64 **SECRET**

54 DEC 7 1950

Mr. Glavin

11-10-50

C. L. Trotter

Bureau Automobile Accident
1950 Ford - Motor No. 116345
Damages - \$424.42
Date - October 2, 1950
SA Stanley Pitt - Charlotte

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/91 BY SP-5C/ONP

EXECUTIVE CONFERENCE

At approximately 5:00 P.M. on 10-2-50, while operating a Bureau car, Agent Pitt was involved in an accident with a car owned and operated by [REDACTED]

b6
b7C

Agent Pitt advised that he was proceeding south on highway #16 about two miles south of Newton, N. C. at approximately 45-50 mph. when he overtook the third party's car. About 100' in back of this car he blew his horn indicating that he was going to pass and pulled over into the left lane. As he did so the third party put out his hand indicating that he intended to make a turn. His signal was not clear as to whether he was going to turn right or left. The third party was still in the right lane as the front of the Bureau car came past the rear of the other car. At this moment the third party turned sharply to the left to turn into a private driveway. Agent Pitt immediately applied his brakes and swerved to the left, but the corner section between the driveway and the highway consisted of an 8' steep dirt bank and the right front corner of the Bureau car struck the left front wheel of the third party's car. Both cars were thrown together side by side in the deep drainage ditch next to the dirt bank.

The third party stated that he was proceeding at approximately 5 mph. and as he approached his home, he glanced in the rear view mirror and saw the Bureau car about 300 yards behind him. He was then about 25 yards from his driveway, and he put out his hand for a left turn signal. He watched the Bureau car until he started to make the turn, thinking it would slow down. When the front end of his car was off the hard surface of the highway, he heard a horn and the squeal of brakes. The right front fender of the Bureau car hit the left front fender of the third party's car and knocked the front end of his car in the same direction as the Bureau car so that both cars went forward about 30'. The left rear fender of the third party's car was slightly dented, the left front fender and left front wheel knoe action were badly damaged and the hose on the radiator had been torn loose. He stated that it was still light and the road was dry and straight.

The third party's daughter was in the front yard of their home at the time of the accident and she stated that she saw the third party's car coming down the road but did not see the Bureau car, and that the third party was making a hand signal. She heard the sound of a horn and noticed the Bureau car for the first time. At the driveway the Bureau car was trying to pass the third party's car.

66-2554-
NOT RECORDED
142 DEC 4 1950

66-2554-8-137
ORIGINAL FILED IN

DEC 11 1950

Investigating officer, North Carolina Highway Patrolman, H. J. Hunt, stated that the accident occurred on a two lane straight, dry asphalt road, 20½' wide with 5' shoulders. Neither vehicle showed any indication of mechanical difficulty. Agent Pitt first noticed the possible danger 22' before the point of impact was reached and was traveling at approximately 40 mph at the moment of impact. The vehicles traveled 30' after impact. Patrolman Hunt considered 55 mph. to be the maximum safe speed under the prevailing conditions. Both vehicles were traveling south on highway #16. The third party gave a hand signal as he started to turn into his driveway and Agent Pitt had blown his horn and started to pass the third party as he began to make the left turn. Hunt also observed that Agent Pitt had cutt to the left as much as possible in trying to dodge the third party. Patrolman Hunt advised the investigating agent that he was of the opinion that Agent Pitt was not traveling more than 45 mph even though he had previously stated he was doing 55 mph. He concluded this after noting the vehicles had traveled only 30' from the point of the impact to the point of rest. Hunt stated that if Agent Pitt had been traveling at a speed greater than 45 mph. the cars would not have become locked together and that in all probability, the Bureau car would have clipped the left front end of the third party's car, would have then started to climb the steep bank and rolled over. Patrolman Hunt voluntarily commented that it is common practice in that territory for farmers to merely extend their arm indicating some kind of turn but not definitely indicating exactly what. He personally did not feel there was any negligence involved on the part of Agent Pitt, pointing out that the third party had watched the Bureau car approach for approximately 300 yards and then made a left turn even though he could tell there was a car right behind him.

The investigating agent reported that examination of the asphalt road bed failed to disclose any skid marks prior to the point of impact indicating the Bureau car had swerved sharply to the left in an attempt to avoid striking the third party's car. A steep bank prevented the Bureau car from moving any farther to the left to avoid striking the other car. Both cars moved 30' from the point of impact to the point of rest. The Bureau car was sitting directly beside the third party's car off the shoulder of the road into a drainage ditch. The third party's car was sitting with three wheels on the shoulder of the road and the right rear wheel still on the highway.

DAMAGES:

1. Bureau car - \$424.42
2. Other car - \$124.93
3. Personal injuries - none

SAC'S COMMENTS AND RECOMMENDATION:

SAC, C. W. Brown advises that a review of the investigative report reveals that Agent Pitt sounded his horn prior to attempting to pass the third party but before being able to do so the third party turned to the left and the accident occurred. He also advises that the third party is of the opinion the accident was not due to his negligence and feels that the Government should repair his automobile. He has taken no action in this connection to date.

RECOMMENDATION:

* Without the benefit of disinterested witnesses it is difficult to fix the exact cause of the accident. Agent Pitt states that he saw some sort of hand signal, the exact nature of which he was unable to decipher in the 100' of space between him and the third party's vehicle. At the speed he was traveling (apparently within legal limitations) a split second decision would have to be made. This he did by getting over to the left as far as he possibly could and braking the car. This action avoided a more serious collision.

The third party was making a left turn from a highway into a driveway. It is incumbent upon him to allow through traffic the right of way. He admits seeing the Bureau car when it was approximately 300 yards behind him. He had ample time to stop and allow through traffic (the Bureau car) to proceed. This he failed to do and because of this action on his part, it is felt that the greatest degree of negligence should be imputed to the third party. It is recommended therefore, that Agent Pitt not be held responsible for the accident and under the circumstances it is felt that the Bureau should assume the repairs for damages to the Bureau car. It is further recommended that SAC Brown be advised that in the event the third party desires to submit a claim for the cost of repairs to his vehicle that he be furnished with Standard Form No. 95 in order that he may file a proper claim.

ADDENDUM November 18, 1950:

The Executives Conference of November 16, 1950, consisting of Messrs. Ladd, Tracy, Rosen, Laughlin for Belmont, McGuire for Nichols, Sizoo, Clegg, Mohr, Harbo and Glavin, considered the accident and did not feel that the Bureau Agent was responsible for the accident in question. WRC:VH

CLT/bmc

THE DIRECTOR

11/25/50

EXECUTIVES CONFERENCE

3x5 CARD ON TOP OF FILE AS FLAG
IN SECURITY INDEX CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/91 BY SP-5 CIB

SAC Hood, Los Angeles, suggested that a 3x5 card be attached to the top of all files on security index subjects as a flag. Mr. Hood pointed out that this would be advantageous to clerical employees searching for these files, and would flag them to anyone as being important files.

RESULTS OF SURVEY

The Executives Conference on 10/23/50 recommended a survey of representative field offices to determine their opinions relative to this suggestion. Seven of the offices surveyed, Newark, Chicago, Detroit, San Francisco, Miami, New York and Cleveland, were opposed to the suggestion. San Antonio and Boston were in favor of the suggestion. Those in favor pointed out that this device would aid in destroying these files if necessary under the War Plans, and would assist supervisors and Agents in reviewing files. Those opposed pointed out that this card could easily be torn off in handling, the suggestion would entail additional clerical work, the logical place to obtain information relative to security index subjects is from the Security Index File rather than from the investigative file since the Security Index files furnish a ready reference to the various file numbers. Files on security index subjects are readily identifiable on quick review because of the presence of Form FD-122 or Form FD-152 near the top of the file.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/24/50, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Sizoo, Hargett, McGuire and T. H. McIntire, was unanimously opposed to the suggestion and recommended that SAC Hood be so advised.

If you concur, an appropriate letter to SAC Hood is attached.

Respectfully,
For the Conference

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Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RECORDED - 70

EX-64

DEC 3 1950

Clyde Tolson

Attachment

cc: Mr. Clegg

Mr. Mohr

FHM:dgh

54 DEC 7 1950

SAC, SEATTLE

11/16/50

DIRECTOR, FBI

SUGGESTED BUREAU BULLETIN
REGARDING WAR SAVINGS BONDS

72247

Reurlet 11/2/50, suggesting that a Bureau Bulletin be issued relative to the proper handling of stolen war bonds which are recovered from subjects of our investigations.

The Bureau feels that situations much as outlined in your letter would occur so infrequently that the issuance of a Bureau Bulletin is not warranted. Your interest in making this suggestion, however, is appreciated.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/91 BY SP-5C/DK

FHMcd: dgh

NOTE: The Executives Conference on 11/14/50, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Sizoo and F. H. McIntire, was unanimously opposed to the issuance of a Bureau Bulletin in regard to this matter for the reason stated above.

ORIGINAL FILED IN 66-62554-8324

RECORDED - 23

EX-125

66-62554-8324
RECORDED
146 DEC 5 1950

52 DEC 11 1950

THE DIRECTOR

12-4-50

EXECUTIVES CONFERENCE

The Miami Office a few years ago was instructed to give no police training to the Miami Beach, Florida, Police Department and not to consider a representative from that department for attendance at the FBI National Academy. There has been no representative of that department in the Academy since July 1948 until the final session of this year when a representative from that department was approved and the Bureau also approved assisting in local police schools at the Miami Beach Police Department during October and November 1949.

There has been some recent publicity indicating Grand Jury investigations in that area in the field of law enforcement and it was the unanimous recommendation of the Executives Conference on 12-4-50, with Messrs. Tolson, Glavin, Q. Tamm, D. J. Parsons, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo, J. J. McGuire and Glegg present, that no assistance should be given to the Miami Beach Police Department Training Schools to start on December 7, 8 and 9, 1950, first, because of the present unsettled conditions with respect to alleged corruption; and, second, because the 30-day advance notice required was not given to either the Miami Office or to the Bureau in connection with these schools. If this is approved, there is attached hereto a teletype accordingly.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Glegg

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

HHC:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/91 BY SP-5 C/DH

54 DEC 8 1950

November 30, 1950

MR. NICHOLS

A. E. LEONARD

PERSONAL STATUS FORM

72245

As you know, we have designed several drafts of a Personal Status Form to bring up-to-date our personal status cards in this Section in order that we can with reasonable accuracy prepare reports or lists of our employees with respect to seniority, veterans status, marital status, military reserve status and the like, and we do receive frequent requests for such data. In addition, the proposed form will provide us with the residence address of each employee as of the end of the year to record on the W-2 tax forms.

I have discussed the matter with Mr. H. L. Edwards and Mr. Mohr, and some information such as legal address, office of preference and number of children with birth dates desired by the Personnel Unit has been added. It is suggested that the attached form and SAC Letter be approved and the printing of these forms expedited in order that they can be forwarded to the Field at the earliest possible date.

Attachment

ADDENDUM, 12-1-50, JJM;mcq - Approved by the Executives Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Don Parsons, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo, and McGuire, December 1, 1950.

AEL:mgt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/91 BY SP-5C/BH

66-2584-✓
NOT RECORDED
142 JAN 9 1951

INITIALS ON ORIGINAL

F-182
52 JUL 19 1951

THE DIRECTOR

12/2/50

JOINT COMMITTEE

SUGGESTION NO. 581

SAVINGS: NONE

EMPLOYEE: SA CHESTER J. WILLETT

AWARD: NONE

CLEVELAND OFFICE

CONFIDENTIAL PLANT INFORMANT PROGRAM

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/91 BY SP-5 C/DH

SUGGESTION:

That in connection with the Plant Informant Program, the Bureau seek to obtain permission for the management of a plant to permit an Agent to address the employees of the plant en masse during working hours or at luncheon periods or after work which could at times be done over the public address system. At times, it would be necessary to address separate departments and each separate shift. The Bureau representative would speak for 15 to 20 minutes on the jurisdiction and the responsibilities of the Bureau, and undertake to alert the employees of the plant to report directly to the FBI any indication of sabotage, espionage or subversiveness. The employee felt that this would result in considerable publicity, would appeal to a larger number of people than at present, it would save Agent time and would make of maximum effectiveness the Bureau's appeal. This procedure he recommends in lieu of the development of individual plant informants.

Employee points out as possible objections that there might be charged inciting hysteria, there would be no personal relationship between the FBI and the regular plant informants, subversives would be aware of the plan, and we would have no knowledge of specific individuals to contact in the event of some emergency at the plant.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

To the above objections, the Joint Committee would add the likelihood of the Bureau being charged with labor espionage, and it was felt that the arguments presented by the Agent against the suggestion far outweigh anything that he has suggested as recommending favorable consideration.

cc: Mr. Clegg
Mr. Mohr

HHG:dgh

54 DEC 8 1950

66-2554-8326
DEC 7 1950
J. Edgar Hoover

The Director

December 2, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/91 BY SP-5 CBT

The Executives Conference of November 27, 1950, consisting of Messrs. Tolson, Nease, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, considered the attached suggested letter to all Special Agents in Charge concerning field supervisory assignments and recommends its approval.

It was pointed out to the Conference that in reviewing self-inspections and regular inspections we find from time to time Agents in Charge have designated certain individuals for field supervisory assignments without prior Bureau approval. We feel that the attached communication will bring this matter to the attention of Special Agents in Charge so that existing Bureau regulations concerning the designation of supervisory Agents will be abided by in the future.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

RECORDED - 127

Attachment

66-2554-8327
DEC 7 1950

Tolson _____
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5 DEC 8 1950

THE DIRECTOR

12-2-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/10/91 BY SP-5 CJP

The Executives Conference on 11-30-50, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Belmont, Rosen, J. A. Sizoo, J. J. McGuire and Clegg present, considered the inquiry of the Seattle Office with reference to the Annual Law Enforcement Conference of the Seattle Division for 1951. They presented two propositions:

(1) They wanted permission to have some qualified Agent, such as, SA W. Mark Felt, who served as an Espionage Supervisor at the Seat of Government during World War II, to discuss an interesting Espionage case and requested that interesting material on Espionage be furnished to the Seattle Division to form a basis for this discussion.

The Executives Conference felt that, except for interesting case material which has already been sent to the Field, there was not sufficient time or opportunity available for the review of some special file or files in the preparation of a memorandum of this type in order to satisfy the desires of one Field Office. Therefore, this suggestion was recommended unfavorably.

(2) The Seattle Office suggested a discussion dealing with various methods of committing sabotage and that material on this subject be made available.

At present there is under consideration a manual to be disseminated to defense plants on the subject of sabotage and how sabotage devices might be dealt with, as well as what to look for in locating indications of sabotage. As soon as this manual or handbook is approved, it was felt that copies should be sent to each Field Division and that the contents of this booklet might be considered appropriate material for discussion before Law Enforcement Conferences.

If the opinion of the Executives Conference is approved by the Director, there is attached hereto a letter to the Seattle Office accordingly.

Respectfully,
For the Conference

RECORDED - 127

Clyde Tolson

Attachment

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Tracy _____
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Mohr _____
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Gandy _____

cc - Mr. Mohr

Mr. Clegg

54 DEC 8 1950
HHC:DMG

This should be expedited
H

66-2554-8328

DEC 7 1950

KRM

THE DIRECTOR

12/4/50

THE EXECUTIVES CONFERENCE

COUNSELORS FOR JANUARY, 1951 SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/10/91 BY SP-5 CIB/STH

The Executives Conference on 12/1/50, Messrs. Tolson, Glavin, Parsons, Q. Tamm, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire and Clegg being present, recommended that one Counselor for the FBI National Academy Session beginning January 8, 1951 be selected from each of the two groups listed below and that they be considered in the order named:

(A) For the Experienced Counselor

1. SA [redacted] (Boston Office)
2. SA J. Vernon Tuckey (Phoenix Office)

(B) For the Inexperienced Counselor

1. SA E. Dewitt Hingo (Atlanta Office) who was previously approved but his assignment had to be deferred because of serious illness in the family, and it was suggested that he be used at some future session.

2. SA J. P. Jeter (Oklahoma City Office) who is a former policeman who has been a Special Agent since March, 1942. His last 3 efficiency ratings have been excellent. He is an approved Bureau speaker, police instructor, firearms instructor and an Inspector's Aide.

3. SA [redacted] (Los Angeles Office) who died in October, 1939; was on SIS assignment from 1942 - 1944 and was in the Armed Forces from 1944 - 1947, when he was reinstated as a Special Agent. His two most recent efficiency ratings have been Very Good.

Based upon the approval given to the above, the Administrative Division will issue the necessary instructions to the proposed counselors to report to Washington on Friday prior to the opening of the FBI National Academy Session on January 8, 1951.

Respectfully,
FOR THE CONFERENCE

C. Tolson

RECORDED - 90 66-2554-829

DEC 7 1950

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Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HHC:HD

CC - Mr. Mohr

Mr. Clegg

61 DEC 14 1950

THE DIRECTOR

12/4/50

JOINT COMMITTEE

SUGGESTION NO. 583
EMPLOYEE: SAC HOTTEL, WFO
SUMMARY REPORTS

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/91 BY SP-5CJ/DK

SUGGESTION: That the Bureau give consideration at this time to curtailing the preparation of summary reports. Summary reports are now prepared upon completion of an investigation in cases where prosecution is probable. Employee recommends that summary reports be required only after indictment or after an information has been filed, and that they not be prepared when but a small number of reports have been submitted. He felt this would save time of Agents in reviewing the files for the purpose of preparing and dictating summary reports and would also save stenographic time.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was of the opinion that due to the critical nature of the Bureau's work for the time being the requirements for summary reports be suspended except that they should be prepared in major cases, in especially involved cases or when a special reason exists therefor and the Bureau instructs that it be done. It was felt that they should not be prepared where there have been only a small number of reports, and especially after the U. S. Attorney has reviewed the files and has authorized a complaint or obtained an indictment there would seem to be less reason to prepare a summary report than prior thereto.

It was therefore unanimously recommended by the Joint Committee that summary reports not be prepared in the future except in major cases, especially involved cases and when the Bureau has instructed that it be done.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 90

(HHC:HP)

66-2554-8330

DEC 7

The Executives Conference, Messrs. Tolson, Glavin, Parsons,

cc: Mr. Clegg
Mr. Mohr

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

HHC:dgh

34 DEC 9 1950

Q. Tamm, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire and Clegg being present, on 12/1/50 considered the suggestion that summary reports as a requirement be discontinued except in complicated major cases, such as the Coplon case, or the II Communists, and other specials when they are pending prosecution, and except for those instances when in the opinion of the SAC or the Bureau summary reports should be prepared and instructions issued in specific cases to this effect.

Throughout World War II there was a general understanding that the rule that summary reports were to be submitted in all cases involving possible prosecution would not be strictly enforced and it was felt that during the present emergency the discontinuance of summary reports, except under the conditions cited, would save considerable Agents' work in reviewing files and preparing summaries and stenographic work in typing the summaries and clerical work in filing and supervisory work in reviewing such summaries.

Summary reports are made as a courtesy to U. S. District Attorneys and all the facts in a summary report are included in the investigative reports which are regularly submitted.

This suggestion was unanimously approved and it was felt that specific instructions along that line should be submitted. There is attached hereto a Bureau Bulletin to this effect, if approved.

Respectfully,

FOR THE CONFERENCE

C. Tolson

THE DIRECTOR

December 2, 1950

THE EXECUTIVES' CONFERENCE

COMMUNIST PARTY, USA
INTERNATIONAL RELATIONS
INTERNAL SECURITY - C.

(CURRENT INTELLIGENCE SUMMARY)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-SC/bm

On December 1, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), McGuire (for Mr. Nichols), Rosen, Quinn Tamm (for Mr. Tracy), Mohr, Sizoo, and Belmont, considered a suggestion in connection with the daily dissemination of current intelligence information to appropriate Government officials and agencies at the Seat of Government.

It was pointed out that after the outbreak of the Korean war, the Bureau commenced the dissemination of a daily summary incorporating pertinent information relative to the Korean crisis. When the United Nations forces crossed the 38th Parallel, the summary was broadened to include general intelligence information of a local, as well as international significance. This summary is being disseminated at the present time to twelve top Government officials.

At the outset, fourteen field offices were selected wherein the largest concentration of Communists are located and were instructed to submit daily teletypes to the Bureau showing the reaction of the Communist Party, USA to the Korean crisis. These teletypes were submitted under the caption "Communist Party, USA, International Relations; Internal Security - C." These offices later were instructed to broaden their teletypes to include information regarding the activity of the Communist Party, Communist front groups and other revolutionary groups.

Special Agent [redacted] of the Chicago Office, submitted a suggestion that a new control file be established wherein this diversified information could be placed and that a code word be established for use in teletypes and other communications. Special Agent [redacted] suggestion is not entirely applicable. However, it was suggested that a change be made to enable the information being received to be channeled to the proper file under our broadened collection and dissemination of intelligence information. To accomplish this, a proposed SAC Letter is attached. This Letter advises all offices of the dissemination of current intelligence information by the Bureau to the top Government officials and instructs each office which develops any information suitable for inclusion in such dissemination to prepare a teletype or letter to

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Glavin
Nichols
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Harbo
Belmont
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Attachment

cc - Mr. Clegg
Mr. Mohr

AHB:tlc

RECORDED - 15

DEC 7 1950

INDEXED - 15

166-2554-8331
60
25
THIS FILED

SENSTUDY 75

NOTATIONS HEREIN ACCOUNT FOR ACCESS AND/OR DELIVERY OF THIS DOCUMENT TO SENATE SELECT COMMITTEE (SSC) AND/OR HOUSE SELECT COMMITTEE (HSC) ON INTELLIGENCE ACTIVITIES.

IMPORTANT NOTE: FORM IN WHICH ACCESS AND/OR DELIVERY WAS MADE MAY BE DIFFERENT THAN AS REPRESENTED BY THIS DOCUMENT IN THAT CERTAIN EXCLUSIONS MAY HAVE BEEN MADE. FOR ACCESS/DELIVERY FORM, SEE BUFILE (S) 62-116395 (SSC), 62-116464 (HSC).

ACC.	<u>SSC</u>	<u>62-116395-715</u>	<u>HSC</u>	
DATE			DATE	
DEL.	<input checked="" type="checkbox"/>	DATE <u>2/11/75</u>	DEL.	DATE

MISC: DOCUMENTS FURNISHED TO SEN. MARTIN LUTHER KING, JR. WERE ALSO FURNISHED TO ESTATE OF KING THROUGH THE DEPT. AS INDICATED BELOW FOR INSTANT DOCUMENT DATE DENOTING DELIVERY TO DEPT. SEE BUFILE 100-106670 FOR FORM IN WHICH FURNISHED.

TO DEPT.

MEMORANDUM FOR THE DIRECTOR

72244

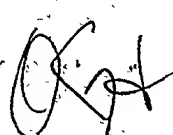
the Bureau, depending on the urgency, setting forth the information under the normal caption of the case followed by the code word, "Daylet." This code word will be the cue for the Teletype Room or Mail Room to dispatch a copy of the incoming communication direct to the Supervisors handling the dissemination of the daily current intelligence summary. The fourteen field offices which have been reporting this information daily are instructed to continue this procedure on a daily basis, but also to utilize the code word.

The Executives' Conference unanimously felt that the proposed SAC Letter is worthwhile, as it will result in additional coverage from the field, immediate routing of pertinent information to Supervisors preparing the daily intelligence letter, and the proper channeling of information to the appropriate files.

b6
b7C

In the event you approve, this letter will be sent to the field. In addition, while Special Agent [redacted] suggestion was not completely adopted, it was felt that his suggestion should receive recognition; therefore, a letter is attached to the Chicago Office, expressing appreciation for the suggestion.

Respectfully,
For the Conference



Clyde Tolson

JM
THE DIRECTOR

December 2, 1950

THE EXECUTIVES' CONFERENCE

~~X~~ INTERNAL SECURITY ACT OF 1950

On December 1, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Parsons (for Mr. Harbo), McGuire (for Mr. Nichols), Mohr, Quinn Tamm (for Mr. Tracy), Clegg, Rosen, Sizoo and Belmont, considered the attached SAC Letter which advises the field of the rules of procedure of the Subversive Activities Control Board which was established in connection with the Internal Security Act of 1950.

The rules of procedure of the Subversive Activities Control Board are set forth in the proposed SAC Letter as they were published in the Federal Register for November 21, 1950. In addition, the field is advised that on November 22, 1950, the Attorney General filed the Government's petition before the Subversive Activities Control Board for an order requiring the Communist Party, USA, to register with the Attorney General under the Internal Security Act of 1950.

The Executives' Conference unanimously recommended that the proposed SAC Letter be sent to the field in keeping with our policy of furnishing the field with all pertinent information and developments concerning the Internal Security Act of 1950.

In the event you approve, the Letter will be sent to the field.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CIP/MP

Clyde Tolson

RECORDED - 65

EX-46 DEKED 65-2534-8332
DEC 7 1950
25

Attachment

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

CC - Mr. Clegg
Mr. Mohr

AHB:tlc

54 DEC 8 1950

The Director

November 28, 1950

The Executives Conference

~~FRAUD AGAINST THE GOVERNMENT~~

~~DEPENDENTS ASSISTANCE ACT OF 1950~~ ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5 CIB/AT

PURPOSE:

To recommend approval of the proposed SAC Letter in prepared to inform the Field of new legislation providing financial benefits for dependents of servicemen, and that, in the opinion of the Criminal Division, prosecution should be under the general criminal statutes concerning fraud against the Government.

FACTS:

The "Dependents Assistance Act of 1950" (Public Law 771, 81st Congress) was approved by the President, September 8, 1950. This Act provides allowances for the dependents of enlisted members of the uniformed services, effective August 1, 1950, and terminating April 30, 1953. The Act provides allowances in lieu of quarters for enlisted men in Grades E-1 (Private) to E-7 (Master Sergeant) ranging from \$45 to \$85 per month. In addition it is necessary for the servicemen to allot a certain portion of their pay, as specified in the Act to their dependents.

In answer to the Bureau's inquiry, the Criminal Division has advised that the general criminal statutes concerning fraud against Government may be violated in connection with payments made pursuant to the Dependents Assistance Act of 1950. The proposed SAC Letter instructs the Field to accept these cases for investigation and sets forth the Department's policy regarding prosecution which is that servicemen should not be prosecuted "in the absence of special circumstances of aggravation", but the matter referred to the military authorities for appropriate disciplinary action. As to the civilians involved, the Department stated in the absence of unusual mitigating circumstances, prosecution should be instituted if their culpability is established. The various branches of the armed forces charged with the administration of this Act have been contacted by the interested Field Offices for the purpose of arranging for the referral of complaints to the Bureau. The various individuals contacted in this respect could not give any indication as to the number of such cases they expect will be referred to the Bureau for investigation in the current fiscal year.

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Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Enclosure
GWC/nma
cc: Mr. J. P. Mohr
Mr. H. H. Glegg

54 DEC 9 1950

RECORDED - 15

INDEXED - 15

DEC 10 1950

66-2554-833


The Director

ACTION:

Attached for your approval is the proposed SAC Letter. It is not deemed advisable or necessary to incorporate the information contained therein in the FBI Handbook and Manual of Instructions sections dealing with Fraud Against the Government inasmuch as the Act is only effective until April 30, 1953, and the applicable criminal statutes are already set out therein.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference


Clyde Tolson

The Director

December 1, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5 CIB/MC

The Executives Conference of November 27, 1950, consisting of Messrs. Tolson, Nease, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, considered a request made by the SAC at Saint Louis that a clerk of the Saint Louis Office be assigned to the Saint Louis Administration Center (Army Records Center) so that this clerk can execute request forms for files contained in the Saint Louis Administration Center and match the records with Bureau serials so that there will be a minimum of lost time by Agents in securing the necessary military information in connection with the investigations in question.

SAC Norris points out that there are approximately 175 to 200 request forms daily which would be prepared by such an employee and that the employee would be very gainfully employed if he were assigned to the Administration Center. The Army authorities would have no objection to such an assignment. This clerical employee could also keep the Saint Louis Office advised in those instances where the Army records have been transferred elsewhere. He could prepare the necessary brief communication setting out leads for the proper office covering the present location of the Army records. This would not be investigative work, but would be a regular clerical assignment. Norris further points out in some instances, due to error on the part of Army employees, the Bureau request forms are mislaid or misdirected and it becomes necessary that a follow-up be made. Having a clerical employee assigned at the Center, the mislaid or misdirected forms would be reduced to a minimum. Norris also points out that a closer follow-up on the requests made of the Saint Louis Administration Center would be had through such an arrangement.

The Conference unanimously recommends approval of the suggestion made by Mr. Norris. Should the Director agree, the attached communication should go forward to the SAC at Saint Louis.

Respectfully,
For the Conference

Clyde Tolson

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Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

CC: Mr. H. H. Clegg
Mr. Mohr

VRG:VH

Attachment

5 DEC 8 1950

RECORDED - 15

66-2554-8334

INDEXED - 15

EX-126

THE DIRECTOR

12/4/50

THE EXECUTIVES CONFERENCE

~~X~~ APPLICANT INVESTIGATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5CJ/bnf

The Executives Conference on 12/1/50, Messrs. Tolson, Glavin, Parsons, Q. Tamm, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire and Clegg being present, unanimously recommended that in applicant type cases when the applicant had been out of high school for a total of 6 years, whether he had been to college or not, that hereafter it would be unnecessary to check automatically the high school record. Of course, if some special reason existed in the way of a lead or otherwise for inquiring into the high school record, it should be done. The experience in handling various types of applicant cases to date has failed to disclose adequate reason for this investigation of applicant's record after the applicant had been out of high school for 6 years or more. There would be a considerable savings in time if this suggestion was adopted.

There is attached hereto a Bureau Bulletin to this effect.

Respectfully,
FOR THE CONFERENCE

C. Tolson

Attachment

HHC:HD

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Belmont _____
Mohr _____
Tele. Room _____
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EX-73
RECORDED - 17

INDEXED - 17

66-2554-2335

54 DEC 9 1950

THE DIRECTOR

December 2, 1950

THE EXECUTIVES' CONFERENCE

EMERGENCY BILL TO CONTROL ANCHORAGE AND MOVEMENTS
OF FOREIGN-FLAG VESSELS IN WATERS OF THE UNITED STATES
(PUBLIC LAW NO. 679)

On December 1, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), McGuire (for Mr. Nichols), Rosen, Quinn Tamm (for Tracy), Mohr, Sizoo and Belmont, considered a proposed SAC Letter giving further information to the field as to the Bureau's responsibility regarding Public Law No. 679 relating to the safeguarding of vessels, harbors, ports, and waterfront facilities against destruction, loss or injury from sabotage or other subversive activities, etc.

By SAC Letter No. 71, Series 1950, dated September 29, 1950, the field was advised of the provisions of the emergency bill to Control Anchorage and Movements of Foreign-Flag Vessels in Waters of the United States.

The attached SAC Letter, now proposed, advises that on October 20, 1950, the President issued an Executive Order in which he found that the security of the United States is endangered by reason of subversive activity and, therefore, the provisions of this law, known as Public Law No. 679, were put into effect.

The field is advised that under the Executive Order the enforcement of Public Law No. 679 is vested in the Captain of the Port under the supervision of the United States Coast Guard. The Department ruled on November 6, 1950, that as the Coast Guard is responsible for enforcement of this law, the FBI has no responsibility in connection therewith, except as provided in one section of the law that the Captain of the Port may enlist the aid and cooperation of federal, state, county, municipal and private agencies to assist in its enforcement.

The field is advised that the Executive Order calls for the reporting to the FBI and to the Captain of the Port of any sabotage or subversive activity in connection with these port facilities. The field is instructed to establish immediate contact with the Captain of the Port and the District Commander, United States Coast Guard, to assure prompt exchange of reports concerning sabotage or subversive activity and to be governed by the provisions set forth in Section 86 of the Manual of Instructions in handling any complaints or reports of this nature.

RECORDED - 17

INDEXED - 17

DEC 7 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11 BY SP-5 CJK/MA

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Belmont _____
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Gandy _____

Attachment

CC - Mr. Clegg

Mr. Mohr

AHH:tlo

DEC 9 1950 73

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference unanimously recommended that the attached SAC Letter be disseminated to the field. In the event you approve, this will be done.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

December 2, 1950

THE EXECUTIVES' CONFERENCE

CONFIDENTIAL PLANT INFORMANTS

716
On November 29, 1950, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons (for Mr. Harbo), Mohr, Rosen, Clegg, Sizoo, McGuire (for Mr. Nichols), Nease, and Belmont, considered a form to be used by the field in opening "66" files under the Plant Informant Program.

SAC Letter No. 62, Series 1950, dated August 31, 1950, provides for the opening of "66" files on the various types of facilities in which confidential plant informants are to be developed. The Cleveland and Boston Divisions have submitted proposed forms for opening such "66" cases to record general information obtained upon first contact with a facility. The proposed form, which is attached, has been drawn up for this purpose. The use of the form will simplify the process of opening "66" cases on facilities under the Plant Informant Program and will save time in the field.

The Executives' Conference unanimously recommended adopting this form and sending an appropriate number to the various field offices.

In the event you approve, this will be done and the field will be advised by the attached SAC Letter.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CJB

Attachment

CC - Mr. Clegg
Mr. Mohr

AHB:tlc

RECORDED - 48

INDEXED - 48

66-12554-8337
DEC 7 1950

54 DEC 9 1950

THE DIRECTOR

12/4/50

THE EXECUTIVES CONFERENCE

THE NEW YORK CITY PD, assignment of cases to

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/9 BY SP-5C/DHF

The Executives Conference on 11/29/50, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg being present, considered the letter from the New York Office indicating that in the assignment of cases to police the New York City Office believes it best in the New York City Division to assign only leads in routine deserter, Selective Service and fugitive type cases to the approved law enforcement agencies. The letter stated it was felt inadvisable to assign internal security type cases to the police except the most routine and non-specific types of cases and it was also believed inadvisable to assign the more complex type of criminal cases or those criminal cases which might involve statistics to the local police.

This matter was held for a discussion of the situation with SAC Scheidt who stated that in handling criminal type cases it would be their intention and desire to assign individual leads of a specific type to the acceptable police agencies outside of New York City.

The New York City PD has not yet been approved by the Bureau for assigning any work to under this program and SAC Scheidt advises that he believed that work should not be assigned to that department. He pointed out that the Police Commissioner is now friendly but the work is not performed specifically by the Commissioner. He believes it would be impossible to assign criminal cases to the New York City PD. They won't cooperate in criminal cases now.

There is a Bureau of Special Services in the New York City PD which is not to be fully trusted. They handle internal security types of investigation. It is impossible to work with them on a joint basis as he does not have confidence in them and the records of their investigations would not necessarily be maintained in confidence as anyone having access to police department records would have access to the records of this Special Bureau and if the FBI assigned cases to this group, it would be putting their Bureau of Special Services in the internal security business on a scale which even they had not dreamed was possible and which the FBI, he believes, would not desire. He stated quite frankly he had no assurance that in any case which might be assigned to the NYC PD that after they made the investigation they would send the results thereof to the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION:

1. Based upon the observations of SAC Scheidt, it was

HHO:HD

CC - Mr. Mohr
Mr. Clegg

94-X3

RECORDED-65

66-2554-8338

the unanimous opinion of the Executives Conference that the NYC PD should not be approved as an agency to which cases of any type should be assigned for investigation. *AN*

2. As for the other law enforcement agencies in that Division which have been approved or which may in the future be approved, it was felt by the majority of the conference that SAC Scheidt's plan of assigning to them only the most routine types of deserter, Selective Service and fugitive types of investigations, plus specific leads within the competency of the individual departments when it appeared wise to do so, should be approved. All the members of the conference except Mr. Mohr agreed with SAC Scheidt. *AN*

Mr. Mohr felt there should be no distinction made between the law enforcement agencies other than the NYC PD in the New York City Division when these agencies have been approved by the Bureau and that they should be handled in the same manner as cases are assigned by other field divisions to approved law enforcement agencies.

There is but little difference between the views of Mr. Mohr and the views of the rest of the conference except that the majority agree that SAC Scheidt could assign cases on a more restricted basis due to the proneness to publicity and the unusual conditions which prevail in the metropolitan area around New York, and the SAC's of all divisions in assigning cases have been instructed to assign cases after giving due consideration to the type of case and the competency of the department in handling that type of case. The majority view merely permits SAC Scheidt to be even more restrictive due to the peculiar situations there.

Respectfully,
FOR THE CONFERENCE

4
C. Tolson

THE DIRECTOR

12/2/50

JOINT COMMITTEE

SUGGESTION NO. 589
EMPLOYEE: SA JOHN D. SULLIVAN
MEMPHIS OFFICE
ENCLOSURE ENVELOPES

SAVINGS: None
AWARD: None

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

72242

SUGGESTION: As a result of the observations made of practices in the Indianapolis Office while conducting an inspection, it was found that when the metal clasps on I-A enclosure envelopes were broken that they were repaired by inserting a No. 4 brass paper fastener through the lower part of the original clasp.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that this was a practice that is being followed in a number of offices, but due to the fact that it has some merit and would be of advantage in some offices where it is not being practiced, it is recommended that the attached SAC Letter be transmitted to the Field.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:DMG

Executives Conference on 12-4-50, with Messrs. Tolson, Glavin, D. J. Parsons, J. J. McGuire, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo and Clegg present, unanimously recommended favorably on the above suggestion.

Attachment

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Mohr

Clyde Tolson

HHC:dgh

Tolson _____
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Nichols _____
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Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5C/bmr

RECORDED - 65

66-2554-8339

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EX-13

61 DEC 14 1950

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THE DIRECTOR

12-5-50

EXECUTIVES CONFERENCE

72241

On 12-4-50, the Executives Conference, with Messrs. Tolson, Glavin, D. J. Parsons, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo, J. J. McGuire and Clegg present, considered the inquiry from the Springfield Office as to whether the Bureau would consider favorably an application from the Illinois State Police for a representative to attend the FBI National Academy. The Springfield Office has advised that that organization has been set up under a so-called merit system and has been stabilized to the extent that 50% of the staff are to be Republicans and 50% Democrats by January 1, 1951, and that replacements are to be made strictly on a merit basis, although the 50-50 split between Democrats and Republicans is to continue.

You will recall that Governor Adlai E. Stevenson of Illinois turned over the survey of the Illinois State Police to Frank Krenl and a group of his colleagues, et al, and that they ignored during this period the Bureau's training services. Governor Stevenson is still Governor of Illinois.

It was the unanimous opinion of the Executives Conference that, for a period of 6 months at least, no favorable consideration should be given to a member of that department and that the Bureau will consider the matter on its merits after 6 months. If this is approved, SAC Foster of Springfield is being advised in the attached letter.

Respectfully,
For the Conference

Clyde Tolson

I concur
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5 CMT

RECORDED - 23

166-2554-8340
DEC. 9 1950

EX-125

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Ladd _____
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Glavin _____
Nichols _____
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Tracy _____
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Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc-Lt. Mohr

Lt. Clegg

HHC:DMG

54 DEC 9 1950

THE DIRECTOR

11/2/50

JOINT COMMITTEE

b6
b7C

SUGGESTION NO. 534

EMPLOYEE: SA [REDACTED]

PITTSBURGH

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg

R. T. Harbo

S. K. McKee

E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CJP/MS

SUGGESTION:

1.

That the Bureau follow-up form be discontinued since it involves time in searching through the indices and locating the file, and in many instances the follow-up form letter from the Bureau is received several days or a week after the report has been forwarded and thus the follow-up letter in most instances is more of a hindrance than a benefit.

JOINT COMMITTEE ACTION:

Recommendation: Unanimously unfavorable.

In view of the fact that follow-up letters are necessary, the use of a form letter is more economical and convenient than the preparation of individual letters in each case. This form letter is thus being used where necessary, and if it were not used, it would be necessary to type up individual follow-up letters in the same instances; thus, there would be no saving in the Field, and there would be greater cost at the Seat of Government.

SUGGESTION:

2.

That the Field letters requesting attention of 150 time in deadline cases be discontinued because the Bureau knows that it is impossible to meet the deadlines that are being fixed due to the heavy volume of work and shortage of personnel; and the preparation of such letters requires unnecessary clerical, Agent and supervisory time.

JOINT COMMITTEE ACTION:

Recommendation: Unanimously unfavorable.

If a deadline is not met, the procedure which normally might be expected without this type of communication would be for the Bureau to write a letter requesting an explanation, and then the Field Office would prepare a reply. At present, under the system established, the Field Office automatically advises when Bureau reports are not reasonably be expected, sets forth reasons for delay and requests an extension of the deadline date; thus, there is saved at least 50% of the correspondence by use of this form in that the initial inquiry on the part of the Bureau is eliminated by this system.

Tolson _____
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Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HHC:dgh

4
The Director

November 28, 1950

The Executives Conference

FRAUD AGAINST THE GOVERNMENT
DEPENDENTS ASSISTANCE ACT OF 1950

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY sp-5 cjb/hg

PURPOSE:

To recommend approval of the proposed SAC Letter prepared to inform the Field of new legislation providing financial benefits for dependents of servicemen, and that, in the opinion of the Criminal Division, prosecution should be under the general criminal statutes concerning fraud against the Government.

FACTS:

The "Dependents Assistance Act of 1950" (Public Law 771, 81st Congress) was approved by the President, September 8, 1950. This Act provides allowances for the dependents of enlisted members of the uniformed services, effective August 1, 1950, and terminating April 30, 1953. The Act provides allowances in lieu of quarters for enlisted men in Grades E-1 (Private) to E-7 (Master Sergeant) ranging from \$45 to \$85 per month. In addition it is necessary for the servicemen to allot a certain portion of their pay, as specified in the Act to their dependents.

In answer to the Bureau's inquiry, the Criminal Division has advised that the general criminal statutes concerning fraud against Government may be violated in connection with payments made pursuant to the Dependents Assistance Act of 1950. The proposed SAC Letter instructs the Field to accept these cases for investigation and sets forth the Department's policy regarding prosecution which is that servicemen should not be prosecuted "in the absence of special circumstances of aggravation," but the matter referred to the military authorities for appropriate disciplinary action. As to the civilians involved, the Department stated in the absence of unusual mitigating circumstances, prosecution should be instituted if their culpability is established. The various branches of the armed forces charged with the administration of this Act have been contacted by the interested Field Offices for the purpose of arranging for the referral of complaints to the Bureau. The various individuals contacted in this respect could not give any indication as to the number of such cases they expect will be referred to the Bureau for investigation in the current fiscal year.

Enclosure

GWC/ma/rsn

cc: Mr. J. P. Mohr

Mr. H. H. Clegg

RECORDED - 66

EL-XI

66-2554-834-2
RECORDED
1950

ORIGINAL FILED IN

The Director

ACTION:

Attached for your approval is the proposed SAC Letter. It is not deemed advisable or necessary to incorporate the information contained therein in the FBI Handbook and Manual of Instructions sections dealing with Fraud Against the Government inasmuch as the Act is only effective until April 30, 1953, and the applicable criminal statutes are already set out therein.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

The Director

The Executives Conference

December 7, 1950

The Executives Conference of December 6, 1950, consisting of Messrs. Tolson, Tracy, Parsons for Harbo, Mohr, Belmont, Ladd, Rosen, F. H. McIntire for Clegg, Sizoo, McGuire for Nichols, Nease and Glavin, considered the attached suggested letter to all Special Agents in Charge concerning Time and Attendance Reports and recommended its approval.

The Conference was advised that the reason for preparing this communication is that considerable effort is being expended by the Administrative Division in endeavoring to secure correct information regarding Time and Attendance reports which tie-in with payroll activities and it is necessary that the field be advised in some detail concerning the unsatisfactory way in which these Time and Attendance reports are being prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Respectfully,
For the Conference

Clyde Tolson

Tolson
Ladd
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Belmont
Clegg
Sizoo
McGuire
Nease
Glavin
Gandy

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

Attachment

RECORDED - 100
INDEXED - 100
66-2554-8343
DEC 13 1950

THE DIRECTOR

12/2/50

JOINT COMMITTEE

b6
b7C

SUGGESTION NO. 580

EMPLOYEE:

DENVER OFFICE

SAVINGS: NONE

AWARD: NONE

1-A EXHIBITS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY sp-5 cjb

SUGGESTION: Employee suggests adoption of a form on which to list the contents of 1-A exhibit envelopes instead of writing the list of exhibits contained therein directly on the envelope. The use of the form, which in each instance would be stapled or pasted on the 1-A exhibit envelope or otherwise attached to it, would provide ruled space for listing the contents by date received, item number, description, to whom sent and the date, and the date returned.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The objections to this suggestion are that it creates another form unnecessarily, the information is now recorded directly on the envelope, and thus an added form is unnecessary.

Executive Conference

cc: Mr. Clegg
Mr. Mohr

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Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HHC:dgh

RECORDED - 65

166-3554-8344
RECORDED

EX - 2075 DEC 12 1950

52 JAN 17 1951

ORIGINAL COPY FILED IN 62-2470-196

The Director

December 7, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CIB/DP

The Executives Conference of December 4, 1950, consisting of Messrs. Tolson, McGuire for Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Quinn Tamm for Tracy and Glavin, considered a memorandum prepared for the attention of the Director under date of December 1, 1950, by Mr. Nease, regarding the Bureau's present three day stenographic rule.

It was pointed out to the Conference that at the present time we have a three day rule in effect regarding stenographic work in the field; that is, that all dictation given in the field must be transcribed within a period of three days. It was pointed out to the Conference that prior to July of this year, a seven day rule for dictation and transcription was inaugurated, and this was subsequently reduced to five days, and at the present time it is three days. It was pointed out to the Conference that Mr. Nease had observed that the stenographer work in the field varies from day to day; that, for example, in an office where there are numerous Resident Agents, the stenographer work might fluctuate from a relatively low number of pages on the books when none of the Resident Agents are in town to a very high number of pages on the books when the Resident Agents come in from time to time to dictate, even though such dictation schedules are staggered in the field service.

76 Mr. Nease pointed out that under our present policy of maintaining a three day stenographer rule, the various Special Agents in Charge in the field are augmenting their stenographer staffs to such an extent that on no occasion will any stenographer have more than three days work on her books and, as a result, there will be periods within the month when the stenographers would not have a full work load of their books. However, the Agents in Charge realize that no stenographer can be overloaded because, if she becomes incapacitated for any reason, the work on her books can quickly exceed the three day rule; that all SAC's are particularly cautious of this toward the end of the month when stenographic reports must be submitted. Mr. Nease points out that as a result the various divisional offices are requesting additional stenographers in order to lighten the load on the stenographer staff as a whole to eliminate the possibility of being left short at any one time, particularly when one or more of the stenographers is on annual leave.

Mr. Nease pointed out in his memorandum that he is convinced our present rule is resulting in field offices hiring more stenographers than they actually need and he felt that the re-establishment of the

CO: Mr. H. H. Clegg

Mohr

URG:VH

INDEXED - 100

DEC 13 1950

34

66-2554-8344
66-2554-7344
Personnel

Memorandum for the Director

five day stenographic rule would go a long way to eliminate this procedure; that if we did establish a five day rule, we should insist on rigid enforcement of it and, further, we should insist on ample justification before the field is authorized to hire additional stenographers.

The Conference was advised that the Bureau has been carefully reviewing stenographer reports coming in at the end of each month and administrative action has been taken in certain cases where stenographer work has been on the books for a period of more than three days. The Conference realizes that under our present three day rule, the various Special Agents in Charge will undoubtedly follow the procedure pointed out by Mr. Nease of having a sufficient number of stenographers on hand to take care of any work or any situation which might arise so that their stenographer reports will not show them delinquent at the end of the month. It was pointed out to the Conference that the present Bureau rule was established because of the fact that large delinquencies would exist in the various divisional offices and it was necessary for the Director to take a very firm stand with the various Agents in Charge to see that stenographer work was handled expeditiously. It was further pointed out to the Conference that at the present time there are only a very few divisional offices reflecting stenographer delinquencies at the end of each month.

The Conference does recommend, however, that the Bureau re-institute its five-day stenographer rule in place of the three day rule and that the various SAC's be advised of this change in the rule, they being further advised that, with the re-establishment of a five day stenographic rule on stenographer work, the Bureau will not at any time in the future countenance any delinquency in stenographer work. The Conference recommends that each Special Agent in Charge be again advised that it is incumbent upon him that the number of stenographer employees be held at the minimum to handle the work being received by his office, and that all stenographer work must be transcribed within a period of five days from the date of dictation.

Should the Director agree with the Conference recommendation, the appropriate notification will immediately go forward to the field.

Respectfully,
For the Conference

OK
H.
✓
Clyde Tolson

12/2/50

THE DIRECTOR

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION NO. 589

EMPLOYEE: SA JOHN D. SULLIVAN

MEMPHIS OFFICE

ENCLOSURE ENVELOPES

Members Present: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 C/BMC

SUGGESTION: As a result of the observations made of practices in the Indianapolis Office while conducting an inspection, it was found that when the metal clasps on L-4 enclosure envelopes were broken that they were repaired by inserting a No. 4 Brass paper fastener through the lower part of the original clasp.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that this was a practice that is being followed in a number of offices, but due to the fact that it has some merit and would be of advantage in some offices where it is not being practiced, it is recommended that the attached SAC Letter be transmitted to the Field.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:DMG

Executives Conference on 12-4-50, with Messrs. Tolson, Glavin, D. J. Parson, J. J. McGuirde, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo and Clegg present, unanimously recommended favorably on the above suggestion.

Respectfully,
For the conference

Attachment

cc: Mr. Clegg
Mr. Mohr

Clyde Tolson

DIRECTOR'S NOTATION: "OK.H."

hhc;dgh

RECORDED - 23

166-2534-8395
NOT RECORDED
142 DEC 14 1950

EX-123

ORIGINAL FILED IN 64-3761-66

W
THE DIRECTOR

12/4/50

JOINT COMMITTEE

SUGGESTION NO. 590

EMPLOYEE: SA G. H. TREADWELL
ATLANTA OFFICE
AUTOMOBILE CHARGEOUT RECORD

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION: That on the automobile chargeout record every other line be blocked out alternately so that the time out, time in, mileage out and mileage in information will appear on two separate lines instead of on a single line. This would mean that the car would be signed out on one line and sign in on the line below. The purpose of the suggestion is in order to make the form more legible.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

An examination of the form in question reflects that there is adequate space, and there does not appear to be any advantage in using every other line in the manner indicated. This would double the number of forms required and there is adequate space for legibly writing in the information which is required.

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5C/BTF

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

RECORDED - 40

EX-116

166-2554-8346
RECORDED
75 DEC 12 1950

60 MAR 12 1951

ORIGINAL COPY FILED IN

THE DIRECTOR

12/4/50

JOINT COMMITTEE

SUGGESTION NO. 594

EMPLOYEE: SA ROBERT B. PARKE
MIAMI OFFICE
BUREAU APPLICANT REPORTS

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. E. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY sp-5ci/bk

SUGGESTION: *EXECUTIVE CONFERENCE*
That the administrative page of Bureau Applicant reports be dispensed with in order to eliminate the extra page on which appears the information obtained by credit and criminal checks made by Special Employees. The employee felt that the elimination of this page would save expense of typing and paper involved, and the forms returned to Special Employees could be retained in the I-A exhibit envelopes as notes.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

An important part of the investigation of applicants is the credit rating and criminal checks. In order for the Bureau to properly supervise the investigation and ascertain its thoroughness, information that these checks have been made should be recorded. The administrative page appears to be the appropriate place to list this information when there is nothing of a derogatory nature and it should reflect that this part of the investigation has been handled with negative results.

To: Mr. Clegg
Mr. Mohr
Mr. Harbo
Mr. Belmont
Mr. Mohr
Tele. Room
Nease
Gandy

RECORDED - 11

66-2554-8347
DEC 14 1950
82

61 FEB 26 1951

ORIGINAL FILED IN

THE DIRECTOR

11-4-50

JOINT COMMITTEE

SAVINGS: None
AWARD: None

SUGGESTION NO. 552
EMPLOYEE: SA JEFF R. LAIRD
PHOENIX OFFICE

SIGNED STATEMENTS ~~A PHRASEOLOGY OF~~
LAST PARAGRAPH

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CIP/RT

SUGGESTION:

EXECUTIVE CONFERENCE

That the Bureau consider the advisability of including in the last paragraph of signed statements the following: "I have been taken before the U. S. Commissioner where I was advised of my right to counsel and my right not to make a statement, but I have given this statement, consisting of _____ pages freely."

JOINT COMMITTEE CONSIDERATION: Unanimously opposed.

The Joint Committee was unanimously opposed to this suggestion. It was felt that the preliminary paragraph in signed statements as provided for under existing instructions is entirely adequate.

INDEXED - 93

166-2554-8348
NOT RECORDED
142 DEC 14 1950

Tolson _____
Ladd _____
Glegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc-Mr. Mohr
Mr. Glegg

59 DEC 13 1950

ORIGINAL FILED IN 100-1-109-188

THE DIRECTOR

11-17-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5 C. B. H. J.

The Executives Conference, on 11-16-50, with Messrs. Glavin, Tracy, Harbo, Mohr, Ladd, J. A. Sizoo, J. J. McGuire, L. L. Laughlin and Glegg present, considered the suggestion relating to the Bureau's Correspondence Course in Accounting. It is the present practice that, after there has been sent in a proper solution to the problem, there is sent to the Agent or clerk taking the course a model solution of the problem. Thus, there is provided for the student not only the opportunity of working out the problem for himself in the first place, but there is provided an opportunity for a review of the problem subsequently when he receives the model solution.

The suggestion was made that the Bureau discontinue transmitting to the Field model solutions for fear that some of those taking the correspondence course would merely copy the model solution and send it in in answer to a question. This would mean that the student would "borrow" the model solution from some other Agent who has already worked the course and has received the model solution from the Bureau.

This suggestion was considered in the Accounting Unit of the Investigative Division and it was felt that anyone who would copy the model solution would be easily detected since the procedures in the model solution are well known and could be easily identified by those who grade the papers. On the other hand, it would be just as easy for a student to "borrow" a copy of the solution which had already been graded satisfactory belonging to some other Agent and, thus, there is no real way of preventing any "plagiarism" or "cribbing" of this type if there is a determination to do so. The Accounting Unit employees unanimously recommended that we continue the present procedure.

EXECUTIVES CONFERENCE CONSIDERATION:

At the Executives Conference it was pointed out that those taking this course would get out of it the benefits proportionate to the amount of work and study they give to the problem and that in any correspondence course of this type there is no way to prevent anyone who would desire to do so from taking copies and this, of course, would be to the detriment and certainly not to the gain of the student. It was felt that the advantages gained from sending the model answer to those who had worked the problems far outweighed any disadvantages. The Executives Conference was unanimously favorable in recommending that the Bureau continue its practice of sending model answers to the students who completed the solutions.

Respectfully,

DEC 14 1950

For the Conference

Clude Tolson

Tolson
Ladd
Glavin
Nichols
Clegg
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc-Lr. Mohr
Lr. Glegg
65-3294
ENC: DLE

James A. Glavin
Shall be graded upon
the papers
J. A. Glavin

11-18-50

THE DIRECTOR
JOINT COMMITTEE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CIP/HF

SUGGESTION NO. 395
EMPLOYEE: SAC J. B. WILCOX
SAVINGS: None
AWARD: None
Seattle Division

SUBJECT: ELIMINATION OF FORM 64 IN AEA-A CASES
MEMBERS PRESENT: H. R. Glegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION:

That the requirement for the use of Form 64 (Notification of Delinquency) be eliminated entirely in connection with Atomic Energy Act - Applicant cases. The present requirement is that when the field is unable to submit an investigative report by the deadline date, they instead prepare one copy of Form 64 which is to be transmitted to the Bureau by the deadline date, explaining briefly why the deadline could not be met and stating the date by which the report would be submitted.

Advantages: Savings in employee time in preparing and handling Form 64. SAC Wilcox stated that the clerical time involved in handling this matter in the Seattle Office approximates one-half day for one employee. There are approximately 800 pending cases in Seattle and the SAC stated that in the majority of cases they are unable to meet the deadline at present. In addition to the time of one-half clerical employee daily, there is the time required by the Agent to whom the case is assigned in preparing the form and the Supervisor in reviewing and approving the form before transmittal to the Bureau.

Disadvantages: (1) It is essential that there be some system of following up by the Seat of Government in connection with deadline applicant cases.
(2) It is more economical to have the field prepare Form 64 advising of the inability to meet the deadline and stating the date the report will be submitted than it would be to have the Bureau first send out a form follow-up which would require an answer from the field. The latter procedure would involve at least twice as much work on the part of Bureau employees.

JOINT COMMITTEE RECOMMENDATION:

Unanimously unfavorable.

Tolson _____
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Glegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

cc-Mr. Glegg

Mr. Mohr

DTM:AF

52 JAN 7 1951

REC'D - LORENE OFFICE
RECORDED - 93
66-2854-8350
NOT RECORDED
142 DEC 13 1950

ORIGINAL FILED IN

THE DIRECTOR

12/4/50

JOINT COMMITTEE

SUGGESTION NO. 584

EMPLOYEE: SA RUPERT G. ZEIGLER
ATLANTA OFFICE

SAVINGS: NONE

AWARD: NONE

MAIL COVERS

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY sp-5 c/bm

SUGGESTION: That the mail cover request, Form FD-115, be altered in order to provide for a covering of the General Delivery room, particularly since some fugitives have a practice of sending mail to their relatives and friends in case of the General Delivery department of the Post Office.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee felt that in usual cases, it is only necessary to place a mail cover on a particular address, and that in most instances it would not be desirable to place a mail cover on general delivery mail so that the Bureau would be notified in the event mail of any kind is sent to the friends or relatives of a fugitive. This would entail a considerable amount of effort on the part of Post Office employees; and it is believed that instead of this being automatically included in the form, that stops placed on general delivery should be treated individually and separately in those few justifiable instances where they are found necessary.

cc: Mr. Clegg
Mr. Mohr

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

HHC: dgh

Re

RECORDED
EX-29
135 DEC 15 1950

66-2554-9351

DEC 26 1951

ORIGINAL COPY FILED IN 62-23533-1038

The Director

December 8, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CBT/

The Executives Conference of December 5, 1950, consisting of Messrs. Tolson, Sizoo, Tracy, Clegg, Rosen, Belmont, Mohr, Ladd, Parsons for Harbo and Glavin, considered a communication received from the SAC at Indianapolis regarding the installation of wire mesh grilles over the windows of the Resident Agency at Evansville, Indiana.

It was pointed out to the Conference that the installation of iron bars or grille work would cost approximately \$300. It was pointed out to the Conference that our Resident Agency office at Evansville, Indiana, is on the second floor of the Post Office Building and that there is a flat roof flush with the windows of the second floor; that entrance could be gained to the Resident Agency by this means. It was further pointed out, however, that this roof is also adjacent to hallway windows and other windows on the second floor and, if our particular windows were barred, it would be no problem to an individual who wanted to get in from the roof to enter through one of the other windows and enter our space from the inside, it being realized that an individual sufficiently interested in getting in to break into the office from the roof would not hesitate in breaking into the office from the door.

It was further pointed out by the Conference that any records maintained in the Evansville Resident Agency are kept in a locked cabinet and it is not felt that the Bureau would be warranted in spending \$300 to install the mesh grille or iron bars on the windows of this Resident Agency office.

Should the Director agree, the attached communication should go forward to the SAC at Indianapolis.

Respectfully,
For the Conference.

RECORDED - 45

Clyde Tolson

66-2554-8352

NOT RECORDED

142 DEC 16 1950

CC: Mr. H. H. Clegg
Mr. Mohr

WRG:VH

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

65 DEC 27 1950

ORIGINAL FILED IN

The Director

November 18, 1950.

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5 CJS/DK

The Executives Conference of November 17, 1950, consisting of Messrs. Tolson, Mohr, McGuire for Nichols, Sizoo, Clegg, Ladd, Rosen, Belmont, Harbo, Tracy and Glavin, considered the desirability of assigning to the Training Division those Agents who are temporarily assigned to the Training Division from the Washington Field Office as Counselors and Monitors in New Agents and National Academy classes.

It was pointed out to the Conference that monitors for new Agents classes are selected from the Special Agent staff of the Washington Field Office and at the present time these Agents are assigned to one particular new Agents class for a period of seven weeks. Mr. Hottel had pointed out that he has an average of ten men out of the field office assigned to the Training Division to assist in training either at Washington or at Quantico.

Mr. Clegg pointed out that he had no objection to Special Agents from the Washington Field Office being assigned to the Training and Inspection Division so long as they are assigned to monitoring duties with new Agents classes.

The Conference recommends, therefore, that Messrs. Clegg and Hottel be advised that in the future, when Special Agents assigned to the field office are assigned on a temporary basis to the Training Division for monitor duties with new Agent classes, that those Agents be considered as being assigned to the Training Division for that period of time and that Mr. Hottel in the field office not count such Agents as assigned to the field office during that period of time.

Should the Director agree Messrs. Clegg and Hottel will be so advised.

Respectfully,
For the Conference

Clyde Tolson

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Mr. H. Clegg
Mr. Mohr

URG:VH

THE DIRECTOR

December 3, 1950

The Executives Conference

ASSISTANT CHIEF OF STAFF - G-2
DEPARTMENT OF ARMY - FINGERPRINTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CIP/DW

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Parsons, Sizoo, Belmont, F. McIntire, Mohr, McGuire, Nease, and Tracy on December 7, 1950, considered the handling of applicant fingerprints from G-2, Department of Army.

The Executives Conference recently recommended and the Director approved returning applicant fingerprint cards submitted by the Office of Special Investigations of the FBI where a special check was being made prior to the assignment of selected personnel to restricted areas or work. In each instance there is already in file a fingerprint card of the individual and the subsequent check is therefore a duplication. It was approved for such fingerprints to be returned after search, thus saving the indexing and filing.

The Conference unanimously recommends that similar type fingerprints received from G-2, Department of Army, be returned after search in view of the fact that a military or Civil Service fingerprint card is already on file in the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT:eda

RECORDED - 127

INDEXED - 127

66-2554-8354

DEC 18 1950

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Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
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Nease _____
Gandy _____

54 DEC 19 1950

THE DIRECTOR

12-11-50

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 CBT

On 12-8-50, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, D. J. Parsons, Mohr, Belmont, Ladd, Rosen, J. A. Sizoo, J. J. McGuire, Nease and Clegg present, considered the request of Director of Public Safety Samuel H. Rosenberg of Philadelphia to nominate Patrolman William F. Quirk to attend the January 1951 Session of the FBI National Academy provided that at the next regular meeting of the Council they are able to obtain funds. In the meantime, the Philadelphia Office advised that Patrolman Quirk is assigned to the Training College of the Philadelphia Police Department and he is the only member of that staff within the age limits and it is intended to promote Quirk as rapidly as possible upon his graduation from the Academy. Based on this information, the Executives Conference recommended unanimously favorable, and there is attached hereto a letter to the Philadelphia Office accordingly.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

RECORDED - 127

DEC 18 1950

INDEXED - 127

HHC:DMG

Tolson _____
Ladd _____
Clegg _____
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Nichols _____
Rosen _____
Tracy _____
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Mohr _____
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Nease _____
Gandy _____

54 DEC 20 1950

The Director

December 9, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5 GBT

The Executives Conference of December 4, 1950, consisting of Messrs. Tolson, McGuire for Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Quinn Tamm for Tracy and Glavin, considered the attached communication addressed to all Special Agents in Charge concerning traffic violations and automobile accidents involving Bureau personnel and recommended its approval.

It was pointed out to the Conference that on many occasions employees of the Bureau are involved in traffic violations or automobile accidents in personally owned cars, which are not promptly reported to the Bureau and which could result in embarrassment to the Bureau, and it is felt that the attached SAC Letter will bring this matter specifically to the attention of all Special Agents in Charge with the result that all employees will be on notice to report such accidents or traffic violations in which they are involved which may result in any embarrassment to the Bureau or reflect adversely on the character of the employee.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 7

INDEXED - 7

EX-113

66-2554-833

DEC 18 1950

URG: VII

Attachment

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

61 DEC 27 1950

THE DIRECTOR

EXECUTIVES CONFERENCE

12/14/50

~~COURSE IN POLICE ADMINISTRATION TO BE CONDUCTED
BY GRADUATE DIVISION OF PUBLIC SERVICE
NEW YORK UNIVERSITY~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5C/PH

The Executives Conference on 12/13/50, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Sizoo, Ladd, Nease and Clegg, considered a letter which has been received by SAC Scheidt, New York, from Director William J. Ronan of the Graduate Division of Public Service of New York University. Director Ronan states that the Graduate Division of Public Service is starting a course in Police Administration in February for those in the graduate and professional level which they hope will be the beginning of more extensive teaching in the field of law enforcement. They asked SAC Scheidt to serve on an Advisory Committee in the development of a Police Administration program.

The instructor for the course is to be Donal E. J. MacNamara from the Delinquency Control Institute of the University of Southern California. Enclosed with the letter was a printed announcement of this course showing that Mr. MacNamara would be in charge of instruction; that he is Secretary-Treasurer of the Society for the Advancement of Criminology; member of the IACP; Crime Prevention Committee of the American Prison Association; formerly Director of the Law Enforcement Program, University of Southern California; and Assistant Director of the Delinquency Control Institute. Guest lecturers were announced as being former and present Commissioners of Police, high-ranking police officials, Federal Bureau of Investigation officers, and other outstanding experts in criminal investigation and administration.

SAC Scheidt advised that he had made no commitments to provide any instructions in this course of training, that he considered that the program would be for those who were not in law enforcement--in other words, it was open to the public--and he pointed out that the Bureau had a file on Donal Eoin Joseph MacNamara.

An examination of this file in the Bureau, 100-366875, shows that on October 29, 1949, at a dinner party in Los Angeles given at the home of [redacted] MacNamara indicated that he had been a strong supporter of Henry Wallace, had worked diligently for the Progressive Party and Henry Wallace in 1948, criticized the action of citizens near Peekskill, New York, for their actions against Paul Robeson, made some unkind, cutting and derogatory remarks concerning Judge Medina who was trying the 11 top Communists and he spoke of the "inevitable revolution" in this country. He called Paul Robeson a "great American" and he endorsed him 100% and stated he

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

cc: Dir. Clegg
Mr. Mohr
HHC:dgh

RECORDED - 23

INDEXED - 23

EX-112

DEC 21 1950

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respected and admired Robeson. He quoted from the writings of Marx and Lenin.

When MacNamara arrived to take his job at the University of Southern California, he made statements indicating that he was a friend of Bureau officials, including former SAC E. E. Conroy. Conroy advised that he had no recollection of any person by that name whatsoever.

In February, 1949, MacNamara sent a letter to Director Ronan concerning a forthcoming meeting of the American Society for Public Administration, stating that a resolution had been prepared to appoint a standing committee on civil liberties of this Society. MacNamara desired to present the resolution at the meeting but suggested that Walter Gellhorn would be able to do the job better in view of "his long interest in civil liberties."

Municipal Judge John J. Ford of Los Angeles reported to the Los Angeles Office that [redacted] was a cousin of MacNamara, and Judge Ford was of the opinion that MacNamara, because of his social views, no longer would be welcome in the home of [redacted]. This report was made by Judge Ford in January, 1950.

Attorney [redacted] advised that MacNamara stated he was not a Communist but that he, MacNamara, thought the Communists believed revolution was inevitable because the Marxist economics were more sound than any other kind. Attorney [redacted] stated he was a [redacted] MacNamara, and claimed that MacNamara had definitely defended the position of Henry Wallace in accepting Communist support in the 1948 presidential campaign. Attorney [redacted] did not know whether MacNamara's abandonment of Catholicism was because of the opposition of that church to Communism; and although [redacted] did not believe that MacNamara would support the Communists in any conflict with the United States of America, he felt that if the Communists did obtain control in the United States that MacNamara would work with them diligently.

SAC Scheidt recommended that he be authorized to orally advise Director Ronan that it will not be possible for the FBI to furnish instruction for this course since it is contrary to policy for the Bureau to furnish police instructors to persons not connected with law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended that SAC Scheidt reply to Mr. Ronan's letter by letter advising that he will not accept the appointment on the Advisory Committee, advising that

Bureau instructors will not be made available to assist in this instruction, and pointing out that the circular indicating that officials of the FBI would participate as instructors in this program was inaccurate, and requesting that a notification be sent to all of those who have received this circular correcting this information.

If this is approved, there is attached hereto a letter to SAC Scheidt accordingly.

Respectfully,
For the Conference

Tm
Clyde Tolson

Lagrell
H
Attachment

THE DIRECTOR

December 9, 1950

The Executive Conference

"DEAD FINGERPRINT FILE"
IDENTIFICATION DIVISION

72236 ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-5/SCJ/

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Parsons, Sizoo, Belmont, F. McLaughlin, Mohr, McGuire, Nease, and Tracy on December 7, 1950, considered a suggestion concerning the fingerprint "Dead File" in the Identification Division.

For the Director's information, there are 153,000 individuals in the "Dead File" as of December 1, 1950. There are approximately 334,000 separate fingerprint cards. The number of individuals in the "Dead File" is steadily increasing year after year and it will not be long before the handling of this file will become a serious problem.

Special Agent G. J. Lagart recommends that all fingerprint cards except the "master" fingerprint card in the "Dead File" be destroyed for those deceased over ten years. He further recommends that the fingerprint file folder be cleared of all material except the "master record sheet (5-2)" which contains a typewritten record of all fingerprint cards in the file jacket and that this be done in January of each year.

It will take the time of one Grade 2 Clerk approximately 90 days and will immediately save 90 cabinets of the 153 six-drawer cabinets now housing the file.

The Conference, with the exception of Messrs. Glavin and Mohr, recommends the adoption of the suggestion. Messrs. Glavin and Mohr recommend that instead of destroying the old fingerprint cards, the "Dead File" should be microfilmed in its entirety, that this will provide a permanent record, and that the entire file can be disposed of in this way.

Those in favor of the suggestion pointed out that the increase in the "Dead File" will continue at an ever accelerating rate in the future therefore requiring a constant increase in microfilming, that no purpose is to be served by having a permanent record of all fingerprints of a deceased individual, further, that if the "master fingerprint card" and a typewritten copy of the record is kept, microfilming of the "Dead File" can be done at some time in the future whenever the size of the file might warrant it.

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Tracy
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Belmont
Mohr
Tele. Room
Nease
Gandy

Mr. Clegg
Mr. Mohr

RECORDED - 65

INDEXED - 65

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If the Director approves the majority view, appropriate contact will be made with the National Archives to secure permission to destroy the extra fingerprint cards.

If the Director agrees with the minority point of view, arrangements will be made to microfilm the entire "Lead file" as a continuing project. The approximate cost of microfilming the "Lead file" at the present time is \$3,252.75.

72237

Respectfully,
For the Conference,

Clara Tolson

I agree
H.

66-2554-8358

THE DIRECTOR

12/4/50

JOINT COMMITTEE

SUGGESTION NO. 585
EMPLOYEE: SA ROY K. MOORE
PITTSBURGH OFFICE
WANTED FLYERS

SAVINGS: NONE
AWARD: NONE

MEMBERS PRESENT: H. H. Glegg
R. T. Harbo
S. K. McKee
E. Schaidt

72238

SUGGESTION:

EXECUTIVE CONFERENCE
That the Bureau provide an annual list of Wanted Flyers which would aid the inspections in field offices in checking the files represented by the outstanding Wanted Flyers, and would permit field offices to have a comparison list to check against the Wanted Flyers that were still outstanding.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee recommended unanimously unfavorably since it was felt that the preparation of such a list by the Bureau would serve no real purpose other than to make an administrative check in field offices, and would not contribute toward the location of any additional wanted persons.

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DATE 10/11/91 BY SP-5 CJP/BJ

cc: Mr. Glegg
Mr. Mohr

HHC:dgh

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THE DIRECTOR

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JOINT COMMITTEE

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b7C

SUGGESTION NO. 587

EMPLOYEE: SA [REDACTED]

ALBANY

PRESS RELEASES

SAVINGS: NONE

AWARD: NONE

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

72239

SUGGESTION: That when the FBI makes a press release in instances where the local police have cooperated with the Bureau and they are referred to, a copy of such press release be furnished to the interested local police department. The purpose is to show the Bureau's attitude in publicizing this cooperation even though the local papers do not refer to the local police.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable..

This would be an unnecessary additional administrative requirement, and where the local papers fail to make mention of the cooperation of the local police department it would be proper for the SAC or liaison Agents to see that the appropriate action was taken from the copies available of the release in the office of this should become necessary. It was believed to be undesirable to require this as an automatic procedure.

EXECUTIVE CONFERENCE

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DATE 10/11/91 BY SP-5 CIB/MP

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cc: Mr. Clegg
Mr. Mohr

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DEC 16 1950

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THE DIRECTOR

11/3/50

JOINT COMMITTEE

SUGGESTION NO. 539

EMPLOYEE: SA VINCENT D. GARVEY
BUTTE OFFICE

SAVINGS: None

AWARD: None

REPORT WRITING

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

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DATE 10/11/91 BY SP-5 CIB/ma

SUGGESTION: That when reports and letters of a lengthy type are forwarded to the Bureau, that in addition to the first page form automatically sent with the report or letter there be made additional copies thereof which can be attached to each section of the lengthy report. The idea in mind is that supervisors in various sections of the Bureau having a need for different sections of a report will need to refer to the first page and desire the identification of the Agent who prepared the report, the title as submitted on the first page and other administrative information. This Agent pointed out that when he was a Supervisor in Washington there occasionally arose the necessity for several supervisors needing this type of information simultaneously while reviewing different sections of the same voluminous report.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

In the event such a procedure should in some rare instances become necessary, photostatic copies of the first page could be made at the Seat of Government; however, it is not contemplated that the frequency of the need for such data would make this necessary as a fixed requirement; also the Field is not always able to anticipate when such a need would arise, and they might frequently prepare additional copies of the first page of such reports unnecessarily. It was thus felt that this was an undesirable requirement that could, in the rare instances where it might be found advisable, be handled administratively at the Seat of Government.

Executive Conference

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add
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Nichols
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ele. Room
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cc: Mr. Clegg
Mr. Mohr

HHC:dgh

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THE DIRECTOR

12/14/50

EXECUTIVES CONFERENCE

COURSE IN POLICE ADMINISTRATION TO BE CONDUCTED
BY GRADUATE DIVISION OF PUBLIC SERVICE,
NEW YORK UNIVERSITY

The Executives Conference on 12/13/50, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Sizoo, Ladd, Nease and Glegg, considered a letter which has been received by SAC Scheidt, New York, from Director William J. Ronan of the Graduate Division of Public Service of New York University. Director Ronan states that the Graduate Division of Public Service is starting a course in Police Administration in February for those in the graduate and professional level which they hope will be the beginning of more extensive teaching in the field of law enforcement. They asked SAC Scheidt to serve on an Advisory Committee in the development of a police Administration program.

The instructor for the course is to be Donal E. J. MacNamara from the Delinquency Control Institute of the University of Southern California. Enclosed with the letter was a printed announcement of this course showing that Mr. MacNamara would be in charge of instruction; that he is Secretary-Treasurer of the Society for the Advancement of Criminology; member of the IACP; Crime Prevention Committee of the American Prison Association; formerly Director of the Law Enforcement Program, University of Southern California; and Assistant Director of the Delinquency Control Institute. Guest lecturers were announced as being former and present Commissioners of Police, high-ranking police officials, Federal Bureau of Investigation officers, and other outstanding experts in criminal investigation and administration.

SAC Scheidt advised that he had made no commitments to provide any instructions in this course of training, that he considered that the program would be for those who were not in law enforcement--in other words, it was open to the public--, and he pointed out that the Bureau had a file on Donal Eoin Joseph MacNamara.

An examination of this file in the Bureau, 100-366875, shows that on October 29, 1949, at a dinner party in Los Angeles given at the home of [redacted], MacNamara indicated that he had been a strong supporter of Henry Wallace, had worked diligently for the Progressive Party and Henry Wallace in 1948, criticized the action of citizens near Peekskill, New York, for their actions against Paul Robeson, made some unkind, cutting and derogatory remarks concerning Judge Medina who was trying the 11 top Communists and stated that the trial was one of persecution. He defended the 11 communists and he spoke of the "Inevitable revolution" in this country. He called Paul Robeson a "great American" and he endorsed him 100% and stated he

cc: Mr. Glegg

Mr. Mohr

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respected and admired Robeson. He quoted from the writings of Marx and Lenin.

When MacNamara arrived to take his job at the University of Southern California, he made statements indicating that he was a friend of Bureau officials, including former SAC E. E. Conroy. Conroy advised that he had no recollection of any person by that name whatsoever.

In February, 1949, MacNamara sent a letter to Director Ronan concerning a forthcoming meeting of the American Society for Public Administration, stating that a resolution had been prepared to appoint a standing committee on civil liberties of this Society. MacNamara desired to present the resolution at the meeting but suggested that Walter Gellhorn would be able to do the job better in view of "his long interest in civil liberties."

Municipal Judge John J. Ford of Los Angeles reported to the Los Angeles Office that [redacted] of MacNamara, and Judge Ford was of the opinion that MacNamara, because of his social views, no longer would be welcome in the home of [redacted]. This report was made by Judge Ford in January, 1950.

Attorney [redacted] advised that MacNamara stated he was not a Communist but that he, MacNamara, thought the Communists believed revolution was inevitable because the Marxist economics were more sound than any other kind. Attorney [redacted] stated he was a first cousin of MacNamara, and claimed that MacNamara had definitely defended the position of Henry Wallace in accepting Communist support in the 1948 presidential campaign. Attorney [redacted] did not know whether MacNamara's abandonment of Catholicism was because of the opposition of that church to Communism; and although [redacted] did not believe that MacNamara would support the Communists in any conflict with the United States of America, he felt that if the Communists did obtain control in the United States that MacNamara would work with them diligently. b6 b7C

SAC Scheidt recommended that he be authorized to orally advise Director Ronan that it will not be possible for the FBI to furnish instruction for this course since it is contrary to policy for the Bureau to furnish police instructors to persons not connected with law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended that SAC Scheidt reply to Mr. Ronan's letter by letter advising that he will not accept the appointment on the Advisory Committee, advising that

Bureau instructors will not be made available to assist in this instruction, and pointing out that the circular indicating that officials of the FBI would participate as instructors in this program was inaccurate, and requesting that a notification be sent to all of those who have received this circular correcting this information.

If this is approved, there is attached hereto a letter to SAC Scheidt accordingly.

Respectfully,
For the Conference

Clyde Tolson

Director's Notation: I AGREE.
H.

Attachment

THE DIRECTOR

December 11, 1950

The Executives Conference

CORRESPONDENCE AND WIRE SEARCHES AND
SEARCHES ON TELEPHONE CALLS IN CARD
INDEX SECTION, IDENTIFICATION DIVISION

72235

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Belmont, Mohr, Sizoo, McGuire, and Tracy on December 7, 1950, considered a suggestion from the Identification Division.

It was suggested that in searching G-58 forms from the Immigration and Naturalization Service in the Card Index Section, index cards not be withdrawn from the file and instead, data from the index card be placed on the form being searched, such data being the FBI number and fingerprint classification. This suggestion was approved in Executives Conference memorandum of November 24, 1950.

The present suggestion is that the same procedure be applied to correspondence, wires, and searches on telephonic requests where positive identification can be made and no additional information need be added to the index card itself.

The Conference unanimously recommends approval of the suggestion in view of the fact that it will save the charging out and refiling of index cards in such instances.

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT:redm

ALL INFORMATION CONTAINED
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DATE 10/11/51 BY SP-5 CIP/ML

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MR. TRACY

December 6, 1950

Guinn Tamm

72234

SUGGESTION OF DETROIT FIELD DIVISION

Reference is made to the suggestion submitted by the Detroit Field Division in their report on War Plans in which it is suggested that each Bureau employee be fingerprinted at their present office of assignment and the card be made a part of the field personnel file. The suggestion points out that by having the prints readily available that identification could be more readily effected in the event of a disaster.

I see no particular point to be served by an additional set of fingerprints of Bureau personnel. We already maintain one copy of the fingerprint card in the Single Fingerprint Section. We have an additional copy in the non-criminal file and the suggestion has been submitted for microfilming the fingerprint cards and storing the film in a centrally located office. I believe that this would adequately take care of the identification of Bureau personnel.

QT?jl

ADDENDUM: (12/8/50, SJT:edm) The Executives Conference on December 4, 1950, recommended the microfilming of the fingerprint cards and personnel files of Bureau personnel. This has been approved by the Director and the microfilming will get underway in the immediate future. No further action need be taken in connection with the suggestion of the Detroit Field Division in their War Plans Survey of October 30, 1950.

S. J. Tracy

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DATE 10/11/91 BY SP-5 CJD/H

EX-13

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THE DIRECTOR

December 20, 1950

THE EXECUTIVES' CONFERENCE

~~COMMUNIST PARTY MEMBERSHIP;~~
~~POSSIBLE RUSSIAN ESPIONAGE RECRUITMENT~~

On December 20, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons (for Mr. Harbo), McGuire (for Mr. Nichols), Hargett (for Mr. Rosen), Quinn Tamm (for Mr. Tracy), Mohr, and Belmont, considered a proposed SAC Letter reiterating to the field that consideration must be given to the possibility that Communist Party members who withdraw from the Party for some unknown reason may possibly have been recruited into espionage work.

The Executives' Conference unanimously recommended that this letter be sent in the belief that it is desirable at this time to again alert the field to this possibility and that personnel in the field engaged in security investigations should have this called to their attention. In the event you approve, this letter will be disseminated.

Respectfully,
For the Conference

Clyde Tolson

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DATE 10/11/91 BY SP-5a/pj

Attachment

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cc - Mr. Clegg
Mr. Mohr

21 JAN 3 1951

THE DIRECTOR

December 20, 1950

THE EXECUTIVES' CONFERENCE

* NATIONAL DEFENSE INFORMANTS
SEMI-ANNUAL REPORT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/16/91 BY sp-5ci/baz

On December 20, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Quinn Tamm for Mr. Tracy, Mohr, and Belmont, considered a proposed SAC Letter requiring the field to advise the Bureau semi-annually of the identities of unpaid National Defense Confidential Informants and the value of the information being furnished by them in order that the Bureau may be sure that individuals are properly listed as informants.

It was pointed out to the Conference that we have approximately 1,000 national defense informants carried by the field of whom approximately 500 are paid informants. The Bureau is in a position to follow closely the value and activities of the paid informants, inasmuch as the field must justify continued payments to the informants at periodic intervals, usually every sixty days. However, the Bureau is not in a position to continually evaluate the approximately 500 unpaid National Defense Informants, inasmuch as no periodic report is made to the Bureau by the field reflecting the activities of those informants.

In order to insure that the Bureau can properly supervise the field in the maintenance of unpaid National Defense Informants, the proposed letter instructs the field to submit semi-annually memoranda on each unpaid informant reflecting his activities and the value of the information he has furnished, commencing January 15, 1951. These reports from the field will be staggered in the same way as the present reports received on criminal informants in order that the reports will be received at the Bureau in an even flow throughout the year. This will permit us to properly evaluate these informants and separate the wheat from the chaff so that we can apply continual pressure on the field to develop adequate informant coverage.

The Executives' Conference unanimously recommended that this letter be sent to the field as a highly desirable control measure. In the event you approve, it will be disseminated.

Respectfully,
For the Conference

Clyde Tolson

51 JAN 2 1951

Attachment

CC - Mr. Clegg
cc - Mr. Mohr

The Director

December 19, 1950

The Executives Conference

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WHERE SHOWN OTHERWISE

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10/11/91

The Executives Conference of December 19, 1950, consisting of Messrs. Ladd, Tracy, Mohr, Parsons for Harbo, Nichols, Belmont, Sizoo, Hargett for Rosen, Clegg and Glavin, reconsidered its original decision concerning the dispersal of Bureau activities.

The original Executives Conference memorandum dated December 13, 1950, which recommended the dispersal of both the Seat of Government proper and the Identification Division is attached hereto.

Considerable discussion was held by the Conference in connection with this particular matter on Tuesday, December 19. Mr. Clegg pointed out in connection with the discussion that during the war,

In discussing this matter this morning, it was pointed out by Messrs. Clegg and Tracy that in the first consideration of the possible moving of the Bureau headquarters, they had been of the opinion that such a move would be necessary and had voted with that thought in mind. b7D

Glavin pointed out to the Conference that at the present time this entire matter of the dispersement of Government agencies is in a muddled condition. It was pointed out that there had been comment to the effect that the FBI, an important internal security agency, would necessarily be given high priority. It was pointed out to the Conference that Mr. Edgar Ford of the Department had pointed out that the FBI was the number one priority of the Department insofar as he was concerned in any move for safety of records, personnel and activities. The Conference, therefore, reconsidered the entire matter on the basis that it may not be necessary to move the main Bureau presently located in the Department of Justice Building. The Conference unanimously was of the opinion that the Identification Division activities of the Bureau should be removed to the perimeter of Washington in that area suggested by the Director between Bethesda and Gaithersburg, since many of the fingerprint records presently on file in the Identification Division could not be duplicated if they were destroyed through bombing attacks. 66-2594-8363

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Hessrs. Tracy, Parsons, Clegg, Sizoo and Hargett also feel that the Bureau headquarters should be moved to the Washington perimeter if such moves are made. The members of the Conference recommending

JAC:3 Mr. H. Clegg
Mr. Mohr

WRG:VH

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Memorandum for the Director

~~SECRET~~

this move feel that we have information in our security files at the Seat of Government that should be removed from the heart of town; that we have certain information contained in those files that is not duplicated in any field file; that it is essential that the Bureau consider its responsibilities under the internal security program of the country; that we would not be assisting in the over-all security of the country if we continued to maintain quarters in downtown Washington which may be subject to bombings with the destruction not only of our records, but also of qualified experienced personnel. The members of the Conference voting for a dispersement of the main Bureau to the perimeter area feel that such a move should be made so that we would under any consideration have a sufficient qualified staff to continue our essential work.

Messrs. Ladd, Nichols, Belmont, Mohr and Glavin, while recommending that the Identification Division be moved to the perimeter area because of original unduplicated records maintained in that Division, recommend that since the Cabinet is going to remain in Washington proper, since we have received oral information that the Assistant Attorneys General will remain in Washington proper, there appears to be no reason why the Bureau headquarters should move from its present headquarters in the Department of Justice Building. Those voting in favor of continuing in our present quarters point out that if the Bureau is moved to the perimeter of Washington, even though the danger of attack by bombing may be dissipated in the future, such a move would give us permanent quarters outside of Washington with the resultant increase in administrative overhead. Those recommending remaining in our present quarters in the Department of Justice Building realize that we may have some records in our Files Section which are not duplicated in the field. However, a great majority of such records will be duplicated in the field and the great bulk of our closed investigative files which are presently housed in the Identification Division would go with the Identification Division to a perimeter location outside of Washington.

Pending the Director's decision in this particular matter, further action in advising the Attorney General of the Bureau's desires is being held in abeyance.

Respectfully,
For the Conference

Clyde Tolson

Jan 24

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The Director

12-22-50

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 10/11/91 BY SP-5C/DM

The Executives Conference of December 19, 1950 consisting of Messrs. Ladd, Tracy, Belmont, Sizoo, Hargett (for Rosen), Mohr, Parsons (for Harbo), Nichols and Glavin considered a voucher submitted by the SAC at Butte, Montana in the amount of \$10.49 for the purchase of ornaments and other items for use on Bureau automobiles. The item included clothed plus, exhaust extensions, bird ornaments, windshield ornaments, mirrors, antennas, airco, fox tails and light visors. The voucher was returned to the SAC for the purpose of securing an explanation as to why the material in question was purchased.

The SAC at Butte, in answer to the communication, stated that the material was purchased so that it could be placed on the two-way FM radio cars during the course of surveillances. Past experience in the Butte Division has revealed that the Bureau's two-way radio cars are readily observed during surveillances. It was thought that if they could be decorated with various ornaments and stickers it might be possible to more effectively conceal the fact that they are law enforcement officers' automobiles. The SAC stated that the ornaments are kept in a separate place as a part of a surveillance kit and are removed after a surveillance.

The SAC stated that these ornaments have been used on other occasions.

The Conference does not feel that the Bureau should pay for the items in question and does not feel that such ornaments which are identifiable with a "Joe College type of hot rod", are needed by the Bureau to avoid identification of Bureau owned automotive equipment during surveillances. This problem has not arisen elsewhere in the country to the extent that it has been necessary to buy such gadgets to disguise the Bureau owned automobiles. The Conference recommended that the SAC at Butte be advised that the Bureau

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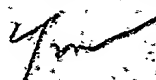
29 1950

Memo for the Director

cannot pay for these items in question.

Should the Director agree there is attached hereto
the appropriate communication to the SAC concerning this matter.

Respectfully,
For the Conference


Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

Attachment

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The Director

December 16, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/91 BY SP-5CIP/DT

The Executives Conference of December 15, 1950, consisting of Messrs. Ladd, Nease, Nichols, Belmont, Clegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered a communication to all SAC's and Bureau officials concerning Bureau automobile accidents.

It was pointed out that there has been an increasing tendency for delay in the submission of automobile accident reports and, further, it was pointed out that more care must be exercised in the handling of Bureau owned automobiles by Special Agents, particularly due to the fact that driving during the winter is hazardous in many sections of the country.

The Conference recommends approval of the communication in question.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

JEG:VH

Attachment

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The Director

December 15, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/18/91 BY SP-SC/BWP

The Executives Conference of December 15, 1950, consisting of Messrs. Ladd, Nease, Nichols, Belmont, Clegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered a suggestion submitted by Special Agent E. W. Waikart of the Records and Communications Section concerning the midnight shift for Records Section employees during Christmas week.

Mr. Waikart pointed out that in view of the Saturday holiday before Christmas, the midnight shift is scheduled to work its last day from 12 midnight, December 21, to 8:30 A.M. December 22. They then would return to work at 12 midnight Christmas night.

Mr. Waikart pointed out that in order to return to work midnight Christmas night in proper physical condition, it will be necessary for these employees to sleep during Christmas Day and they, of course, could not enjoy full Christmas activities due to that fact. He recommends that all employees on the midnight shift be allowed to work Saturday of the week before Christmas, that is, from 12 midnight December 22, to 8:30 A.M., Saturday, December 23, and that they be allowed compensatory leave from 12 midnight, December 25, to 8:30 A.M., December 26.

The Conference did not feel that this would be a desirable procedure to follow. The Conference recommends that rather than permitting these midnight employees to work Saturday of Christmas week and take Tuesday off as compensatory leave, that they work Saturday, December 30, that is, from midnight Friday, December 29, to 8:30 A.M., Saturday, December 30, and count that a regular work day and that they be excused from work from midnight Christmas Day, December 25, to Tuesday, December 26 at 8:30 A.M.

If this recommendation is approved, these midnight employees in the Files Section will perform the same amount of work during Christmas week as all other employees of the Bureau since Saturday, December 30, is not a work day.

Respectfully,
For the Conference

RECORDED

Clyde Tolson

EX-37

CC: Mr. H. H. Clegg
Mr. Mohr

TRC:VH

54 JAN 3 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

ORIGINAL FILED IN 66-2994-294

THE DIRECTOR.

December 21, 1950

THE EXECUTIVES' CONFERENCE

SECURITY INDEX

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/14/91 BY SP-5 CIP/BJ

On December 20, 1950, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Glavin, Parsons for Mr. Harbo, McGuire for Mr. Nichols, Hargett for Mr. Rosen, Quinn Tamm for Mr. Tracy, Mohr, and Belmont considered a proposed SAC Letter instructing the field, beginning January 15, 1951, and each six months thereafter to advise the Bureau by letter as to whether all Security Index cards are in an up-to-date status and whether addresses for all Security Index subjects have been checked within the last six months.

It was pointed out to the Conference that the field has been under instructions for some time to keep the Security Index cards in an up-to-date status and to check the addresses of Security Index subjects at least once every six months. While this is a definite outstanding order, the Bureau is not in a position to be sure that these instructions are complied with. Therefore, it is proposed that the field offices be required each six months to advise the Bureau that this condition does exist in connection with the Security Index. This will have the effect of requiring the field to thoroughly check the Security Index at least once every six months prior to sending the letter to the Bureau. It will also allow the Bureau to follow up closely any instances wherein the field offices do not make a positive statement that the Security Index is up-to-date.

The Conference unanimously recommended that the proposed letter be sent to the field as it provides an additional control to insure that the highly important Security Index program is being kept in a current status. In the event you approve, it will be sent.

Respectfully,
For the Conference I. R. -7

Glyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

AHB:tlg

55 JAN 11 1951

RECORDED - 78

INDEXED - 78

EX-37

66-2554-8367

DEC 29 1950

31064

December 21, 1950

The Director

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/11/91 BY SP-5CJ/214

The Executives Conference of December 13, 1950, consisting of Messrs. Ladd, Tracy, Clegg, Nichols, Belmont, Rosen, Parsons for Harbo, Sizoo, Nease, Mohr and Glavin, considered the attached form letter to all Special Agents in Charge and Bureau officials concerning leave and recommended its approval for transmission to the field.

The Conference was advised that information contained in this form letter to all SAG's and Bureau officials on leave is general information needed by the field for the preparation of Time and Attendance Reports at the end of the calendar year. The memorandum was held in abeyance pending the President's recent address to see if there would be any change in the leave policy as a result of the address.

It is recommended that this memorandum be approved for the field at this time.

Respectfully,
For the Conference

VM

Clyde Tolson

cc: Mr. H. H. Clegg
Mr. Mohr

URG:VH

Attachment

RECORDED - 7

INDEXED - 7

EX-122

166-2884-8368

DEC 29 1950

52 JAN 8 1951

31063

The Director

December 21, 1950

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/91 BY SP-SC/bm

The Executives Conference of December 20, 1950, consisting of Messrs. Ladd, Parsons for Harbo, Belmont, Mohr, Quinn Tamm for Tracy, Clegg, Hargett for Rosen, McGuire for Nichols and Glavin, considered the desirability of furnishing to the Chief of Staff of the Coast Guard in the Los Angeles District, Captain T. F. Awalt, who is also the Captain of the Port of Los Angeles, two blank copies of FBI Agents' credentials. The SAC at Los Angeles stated that he would like to have these credentials laminated or otherwise destroyed so no one could possibly use them; that Captain Awalt is obtaining copies of credential cards from other agencies and intends to use them in the training of guards and sentries so that when a Bureau Agent displays his credentials, there will be no question in the minds of the guards as to the authenticity of the Agents' credentials.

The Conference, in considering this request, does not feel it would be necessary or desirable for the Bureau to furnish copies of its Agents' credentials to Captain Awalt; that the Los Angeles Office could exhibit to Captain Awalt the Bureau's credentials, pointing out that they are easily identified.

Should the Director agree, the attached communication should go forward to the SAC at Los Angeles.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg
Mr. Mohr

WDS:VH

Attachment

RECORDED - 71

INDEXED 7

EX-122

66-2554-2369
DEC 29 1950

52 JAN 8 1951

Mont
Mohr
ele. Room
Clegg
Gandy

31062

The Director

December 22, 1950

The Executives Conference

FBI HANDBOOK, PAGES AND CHANGES, PREPARATION OF

The Executives Conference on December 21, 1950, with Messrs. Glavin, Tracy, D. J. Parsons (for Harbo), Ladd, Mohr, Belmont, F. H. McIntire, McGuire, J. A. Sizoo, and Harbo (for Rosen) present, considered the recommendation of [redacted] of the Manual Desk that a typewriter having condensed small elite type be obtained and used in the preparation of new FBI Handbook pages and changes.

b6
b7C

Observations: It was pointed out that due to the addition of instructions, the handbook has grown. If its size increases much more, it will be necessary to make two volumes of this handbook, thereby greatly reducing its effectiveness and handiness. A reduction in size is therefore necessary. This can be accomplished either by using smaller type than that presently used, or by decreasing the amount of material presently contained in the handbook. The use of condensed small elite type as recommended by Mr. [redacted] would permit the placing of approximately one-third more material on each page.

Recommendation: The Conference unanimously recommended against the adoption of smaller type, pointing out the difficulty that would be experienced in reading these handbooks. The Conference unanimously recommended that each Division at the Bureau review the portion of the handbook pertinent to that Division and submit to the Training and Inspection Division by January 10, 1951, their recommendations as to material which should be added or deleted from that particular portion of the handbook. If you concur, there is attached a memorandum to the Assistant Directors instructing that the above recommended review be made.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/11/51 BY SP-5 CJB

Clyde Tolson

Attachment

cc Mr. Mohr

Mr. Clegg

REC'D - 1072012 OFFICE

RECORDED - 15
EX-123

DEC 29 1950

FBI:KLM

54 JAN 1951

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 2
Page 187 ~ Referral/Consult
Page 188 ~ Referral/Consult